

# POLICY MANUAL

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**COLBY**  
COMMUNITY COLLEGE

Business, Management, and  
Financial

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## **AUDIT AND INVENTORY CONTROL**

The Board of Trustees shall select an independent auditor(s) to audit all fiscal affairs of the college annually. The Board of Trustees shall make provisions in the annual operating budget to meet the audit expenses incurred for such audit(s). The auditor(s) shall submit the audit report(s) to the Board of Trustees in a timely manner for consideration, acceptance, and follow-up action, if needed. At the direction of the Trustees, the President of the college shall develop procedures and internal control for maintaining the college's assets and inventory. The President of the college may appoint an officer of the administration to monitor and keep records of such inventories and assets.

*[Updated June 2021]*



## **AUTHORIZATION TO PURCHASE (BIDDING POLICY)**

Expenditures of more than twenty thousand dollars (\$20,000.00) for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services must be approved by the Board of Trustees. The President is authorized to approve the expenditure of twenty thousand dollars (\$20,000.00) or less for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services on behalf of the Board of Trustees, and to execute contracts for same. The Board of Trustees shall receive reports on any purchases and contracts at the next regular meeting of the Board of Trustees. Reasonable administrative purchasing guidelines which involve comparison of product and service costs, availability, and administrative verification of the most responsible purchasing decisions applicable to each situation shall be followed. Bids may be requested for expenditures under twenty thousand dollars (\$20,000.00) when such bids might be to the economic benefit of the college.

- A. Any expenditure involving an amount of more than twenty thousand dollars (\$20,000.00) for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services shall require sealed proposals. All contracts for construction and repairs, and all purchases of and contracts for supplies, materials, equipment, and contractual services shall be awarded to the lowest cost supplier on the basis of competitive price quotations, except in any of the following circumstances:
  - 1) True “sole source” procurements of unique goods or services available only from a single supplier with no competition. An RFP must be used when two or more dissimilar but potentially acceptable alternatives are available and the total cost for the contracted goods or services will exceed the sum of \$20,000.
  - 2) Payments for fees and taxes, and purchases of contracted services or materials procured from the State of Kansas, its departments, its political subdivisions, agencies of other states or subdivisions thereof, or agencies of the U.S. Government.
  - 3) Annual renewals of contracts for services or leases of property of equipment covering a period exceeding one year, provided that such contracts for services (but not leases of property of equipment) shall not exceed a term of five years.
  - 4) Payments for services supplied by regulated public utilities and transportation companies.
  - 5) Payments of wages, salaries, and fringe benefits to college personnel and reimbursements for travel and other work-related expenses.
  - 6) Payment for services rendered by licensed or certified professionals. However, the Board of Trustees and the administration will annually evaluate the performance of at least the following professional services, and the administration will periodically issue request for proposals as directed by the Board of Trustees:
    - a. Attorney and legal services
    - b. Certified Public Accountant and Auditor
    - c. Architectural Services
    - d. College Property and Liability Insurance Agent/Broker
  - 7) Payments of financial aid grants and loans awarded to registered students of the college.



- 8) Purchases of real property, provided, however, that any purchase of real property must first be approved by the Board of Trustees.
  - 9) Purchase/Reimbursement of goods for resale by the college bookstore or other departments of the college.
  - 10) Purchases of goods and services by separate student, alumni, and other organizations through accounts maintained for them by the college as fiscal agent.
  - 11) Purchases of goods at a commercial auction provided the total purchase price for all items does not exceed \$10,000.
  - 12) Purchases of educational materials directly tied to curriculum and secured by copyright.
- B. Excepting procurements excluded under Section 1 above, all contracts for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services shall be awarded to the lowest cost supplier on the basis of competitive price quotations or proposals determined by the following procedures:
- 1) If it is estimated that the procurement will exceed \$20,000, competitive bids will be solicited for not less than 10 (ten) business days prior to the date stated for the opening of the bid.
    - a. Competitive bids will be solicited by notice published in the following areas:
      - i. Public Record for Thomas County (Colby Free Press)
      - ii. Public bulletin at the college's administrative offices
      - iii. Bids will be solicited by invitation to prospective vendors
        1. The administration will make every reasonable effort to locate and send invitations to bid to qualified vendors located in Thomas County, to qualified vendors who have provided similar goods or services to the college in the past, to vendors that have expressed interest in receiving such invitation to bid, and to any other qualified vendor who may be capable of providing a superior product at a competitive price.
    - b. All bids will be sealed when received (emails bids are accepted on an as requested and approved basis) and will be opened in public at the time and place stated in the bid notice.
    - c. Bids will be evaluated for conformity and follow-up/clarifying questions may need to occur.
    - d. The administration will report to the Board of Trustees the results of the bid and provide all supporting documentation and vendor communication.
    - e. It will be the policy of the Board of Trustees to award contracts for procurement on the basis of sealed bids to the lowest bid which fully complies with all bid specifications.
    - f. The college administration is authorized to utilize the services of licensed professional architects or engineers for the administration of the sealed bid process for the procurement of goods and services for constructions, reconstruction, or remodeling on real property improvements.



- 2) If it is estimated that the procurement will exceed \$10,000, but be less than \$20,000, the process under the preceding section (A) may be modified by any or all of the following exceptions at the discretion of the administration:
    - a. No publication is required.
    - b. The bid notice may be posted on a public bulletin board at the college's administrative office for only three business days preceding the bid deadline.
    - c. Invitations to bid may be sent to qualified vendors in Thomas County only.
    - d. Unsealed bids may be accepted.
    - e. The President or his/her designee may authorize the award or purchase contract.
  - 3) If the amount of purchase is estimated to be less than \$20,000, the President or his/her designee may authorize the award of purchase contract. Such authorizations shall only be granted if accompanied by three or more competitive quotes.
  - 4) The college may participate in cooperative procurement efforts with other education institutions, pricing consortiums, or public agencies to combine purchasing power and obtain more favorable pricing. The section specifically includes the Kansas State Contract. Procurements of individual items through such programs are exempted from the provisions of Sections B.1, B.2, and B.3 above, provided that the collective procurements follows a competitive bid process similar to the provisions of sections B.1.
  - 5) In cases where two or more goods or services are available from different vendors which are substantially different or unique in character, but may each be potentially capable of meeting the needs of the college, the administrations may utilize a Request for Proposal (RFP) procurement process rather than a sealed competitive bid process, regardless of the expected total price of the procurement.
    - a. The administration shall provide bid specifications which defines the quality of the goods or services to be provided.
    - b. A time will be scheduled as soon as feasible after the response deadline for the top 3 vendors to present their proposal and demonstrate their product to an evaluation committee appointed by the administration.
    - c. The recommended proposal choice must be submitted in writing to the Board of Trustees by the evaluation committee, and must be justified through an evaluation of all relevant factors in comparison to all other proposals received.
- C. All contracts for the purchase of goods and services will be awarded on the basis of conformity to specifications developed by the administration. Such specifications will constitute an adequate basis for defining and evaluating the goods or services in the specified time frame and in the specified quality and quantity. No such specifications will be fixed in a manner which effectively reasonably competitive bids on alternative products or services which adequately meets the needs of the college. It will be the policy of the administration of the college to develop and implement standardized specifications for procurements whenever feasible.



- D. Whenever the Board of Trustees of the college solicits bids for construction and repairs, or for the purchase of and contracts for supplies, materials, equipment, and contractual services submitted by bidders domiciled within Thomas County and by bidders domiciled outside Thomas County, and the low bid is submitted by a bidder domiciled outside Thomas County, the Thomas County domiciliary which submitted the lowest bid may be deemed the preferred bidder and awarded the bid if all of the following are met:
- A. The quality, suitability, and usability of the construction, reconstruction, remodeling, materials, goods or wares are equal; and
  - B. The amount of the bid of the Thomas County domiciliary is not more than three percent (3%) greater than the amount of the low bid; and
  - C. The Thomas County domiciliary agrees to meet the low bid by filing a written agreement to that effect within 72 hours after receiving notification of being deemed the preferred bidder.

For the purpose of this Authorization to Purchase policy, "Thomas County domiciliary" is defined as:

- A. A bidder whose principal place of business is located in Thomas County, or
  - B. A bidder who does business in Thomas County and who has a sales representative whose residence is in Thomas County.
- E. In cases where normal service agreements have been established and the board determines it is in the best interest of the college for the service agreement to be continued or renewed, agreements may be regularly extended or renewed, unless investigation provides evidence that agreements with alternate or new vendors would be more efficient or cost effective for the college.

The Board reserves the right to reject any or all bids, to accept that bid which appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. The Board also reserves the right to disqualify any vendors who may be found to be delinquent in their payment of property taxes within the college's taxing district. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract (including the provisions of the DA-146) with the college and provide a performance or public works bond as required by law or the Board of Trustees.

Information on bids awarded shall be maintained in the college business office and shall be available for review upon request.

The final responsibility for all procurement rests with the President or his/her designee.

The Board of Trustees reserves the right to suspend the formal bid procedure in the event of a disaster, emergency, or if the board otherwise determines it is in the best interest of the college.

*[Reviewed June 2020]*

*[Updated August 2021]*





## **AUTHORIZATION TO SIGN CONTRACTS AND AGREEMENTS**

Except for the expenditure of twenty thousand dollars (\$20,000) or less for construction, reconstruction or remodeling, or for the purchase of materials, goods, or wares, the Board of Trustees shall approve any and all contracts at a regular meeting or at a special meeting called for such purpose. Once approved by the Board of Trustees, the President is authorized to sign any and all contracts for and on behalf of the Board of Trustees except as otherwise required by law or as otherwise specified by the Board of Trustees.

*[Revised December 2006]*

The President may sign renewals of agreements and memorandums of understanding provided that (1) the documents have not fundamentally changed since prior approval by Board of Trustees, and (2) all documents are subsequently shared with the Board of Trustees at the regularly scheduled monthly meetings. All new agreements and memorandums of understanding will have the consent of the Board of Trustees prior to any formal approval on behalf of the college.

*[Added November 2011]*

*[Reviewed June 2020]*



## **AUTHORIZED SIGNERS**

Colby Community College has the following individuals as designated signers for the institution: the President, the Vice President of Academics, and the Vice President of Student Affairs. The Vice-President of Business Affairs is not an authorized signer due to separation of duties of the position.

The Board of Trustees has authorized the President to execute contracts, financial documents, and other official documents necessary for the conduct of the College's business in accordance with the defined perimeters stipulated in the "Business, Management, and Financial" section of the Colby Community College Policy Manual. The Board gives the President the authority to sign any and all documents approved by the board including but not limited to contracts, leases, and any other documents to follow through on board action.

The Board of Trustees has three authorized signers for Colby Community College who are designated by elected position: the Board Chair, the Vice-Chair, and the Treasurer. The individuals will change on an annual basis by the result of the annual election of officers.

*[Added August 2016]*

*[Updated March 2019]*



## **BILLING AND PAYMENT**

All students will either have their tuition paid in full or be on an established payment plan by the first due date of each session. The due date is set for the 20<sup>th</sup> of the month.

For the purposes of this policy, if a student does not have financial aid and all accompanying documents in place by the end of the session they are attending, they are considered non-financial aid eligible.

Students will not be allowed to enroll in the proceeding semester without prior arrangements made through the Colby Community College Exceptions Committee\*. These circumstances are very limited and not commonly granted.

### **High School Students**

High school students need to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates).

### **International Students**

International students need to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session (Please see catalog for session dates). In addition, international students need to have a deposit of \$1,500 before an I20 is issued.

### **Non-Financial Aid Eligible Students**

If a student is not financial aid eligible, the student needs to have all balances paid in full at the beginning of each session (the first day of classes for the session enrolled in) or be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates).

### **Financial Aid Eligible Students**

If a student is financial aid eligible and is not receiving sufficient funds to cover the remainder of his/her balance, the student needs to have all balances paid in full at the beginning of each session. This is defined as the first day of classes for the session enrolled in or he/she needs to be enrolled in an established payment plan that may span a maximum of five months in the 16-week session only. All subsequent sessions will have a different maximum of scheduled payments based on the length of that session. (Please see catalog for session dates). The student must have all balances paid in full at the beginning of the semester (first day of school) or be on an established payment that may span a maximum of five months in the fall and spring, and three in the summer.

If students do not have balances paid in full or enrolled in an established payment by the 20<sup>th</sup> of the month for which the session starts, the institution will automatically enroll them in a payment plan. Any late payments may be subjected to a \$15 late payment fee.



If a student does not complete a full payment plan cycle and is pre-enrolled for the proceeding semester, he/she will be dropped from his/her pre-enrolled courses. When the previous balance is paid in full, students will be allowed to enroll at that time. Students who are re-enrolling are not guaranteed their original pre-enrollment schedule, as enrollment is based on class availability.

### **Prior Year Charges Policy**

Federal student financial aid can only cover institutional charges for the current academic year, as defined by the U.S. Department of Education. However, students who receive Federal Financial Aid, but are allowed to enroll for a semester while still owing institutional charges (i.e. tuition, fees, books, room/board) to Colby Community College may have up to \$200 from current year financial awards (pell and/or loans) applied to a prior year balance without authorization from the student. As per the CCC Financial Agreement and pursuant to other CCC policies, students should seek to have a zero balance on all prior semesters.

This is in accordance with the U.S. Department of Education 34 CFR 668.164(c)(4) and 668.164(c)(3).

### **Payment Plan Dates and Options**

Payment plans span five months for the 16-week semester. Payments are due by the 20<sup>th</sup> of the month with the first payment due Aug 20 for the fall semester and Jan 20 for the spring semester. Sessions that are 4 weeks, 8 weeks, or 12 weeks may be included in the 16-week semester payment plan if sessions are signed up for at the start of the 16-week semester. If the student enrolls in a 4-weeks, 8-weeks, or 12-weeks session after the start of the 16-week session, he/she will no longer have the span of five months to pay for sessions available. He/she may have a different month in which the payment plan starts; however, the due date will remain the 20<sup>th</sup>.

See the payment plan brochure for specific dates or visit the website [www.mycollegepaymentplan.com/colbycc](http://www.mycollegepaymentplan.com/colbycc).

Any individual on a payment plan that does not complete the payment cycle will be placed on hold, thus preventing future enrollment or the ability to receive transcripts.

### **Acceptable Forms of Payment: cash, credit card, or check**

Checks should be made payable to Colby Community College and mailed to the following address:

Colby Community College  
1255 South Range Ave.  
Colby, KS 67701

All major credit cards are accepted.

All Payments must be made in U.S. Dollars. If payments are received in currency outside the U.S., the international fee and conversion rate will apply and be charged to the student's account.

\*The Exceptions Committee includes the Vice President of Academic Affairs, Vice President of Business Affairs, and Vice President of Student Affairs. This committee has final approval for student's billing deferment or plans.

*[Updated January 2022]*



## BONDS

Colby Community College, in accordance with statute *60-1111* (Public Works Bond) and *16-1909* (Public-private agreement; bond requirements), will require a vendor to obtain a bond on any project that/which exceeds \$100,000. This requirement will apply any time the College utilizes public funds or meets any of the conditions detailed below. If a project solely utilizes private funds, the Board reserves the right to still require a bond for the project, regardless of this application of the provision being more restrictive or prescriptive than the aforementioned statutes.

A bond is required if any of the following conditions are met:

- The project is for public improvements.
- Construction of any public building or repairs made to an existing facility.

The bond shall cover or be compliant with the following:

- The total cost of the contract, including indebtedness incurred for labor furnished, materials, equipment or supplies, used or consumed in connection with, or in or about the construction of such public building or in making such public improvements.
- The bond will be filed with the clerk of the district court of the county in which such public improvement is made (i.e. Thomas County).
- No lien shall be attached to the bond.
- In any case of contract for construction, repairs, or improvements for the state or a state agency under K.S.A 75-3739 or 75-374, and amendments thereto, a certificate of deposit payable to the state may be accepted in accordance with, and subject to, K.S.A. 60-1112, and amendments thereto.
- A provision allowing the prevailing party in any action on the bond to recover as a part of the judgment reasonable attorney fees and expenses, as determined by the court.
- The Kansas Fairness in Public Construction Contract Act.

*[Added March 2021]*



## BUDGET

The college budget shall be prepared by the President in cooperation with selected college employees and shall reflect the college's educational goals.

The President shall follow the adopted budget.

The college shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms. Budget forms used shall be those prepared and recommended by the Kansas State Board of Regents. Budget summary documents shall be prepared on forms provided by the Kansas State Board of Regents.

Priorities. The board will establish priorities for the college on a short-term, intermediate and long-range basis.

Deadlines and Schedules. Deadlines and time schedules shall be established by the board.

Encumbrances. An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the President.

Recommendations. Recommendations of the President and professional staff concerning the college's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All President and staff recommendations will be presented to the board no later than the regular board meeting in July.

Preliminary Adoption Procedures. A preliminary draft of the college's budget will be submitted by the President to the board on or before August of each year.

Hearings and Reviews. The board shall conduct budget hearings according to state law.

Management of College Assets/Accounts. The President shall establish and maintain accurate, efficient financial management systems to meet the college's fiscal obligations, produce useful information for financial reports, and safeguard college resources. The President shall ensure the college's accounting system provides ongoing internal controls. The President shall review the accounting system with the board.

Fraud Prevention and Investigation. All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the college shall act with integrity and due diligence in duties involving the college's fiscal resources. The President shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

Reporting Fraud. An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the President. The President shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

*[Reviewed May 2021]*



## CASH MANAGEMENT

Cash Management Defined: Information derived from 78590, Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations

The Cash Management Improvement Act of 1990 (CMIA) is the overriding public law for cash management. It was enacted by Public Law 101-453, 31 U.S.C. 3335 and 6503. The implementing regulations are in Title 31 of the Code of Federal Regulations (CFR), Part 200. In addition, the Education Department General Administrative Regulations (EDGAR) defines the CFR specific to administering the U.S. Department of Education's grants in 34 CFR, Part 75 and Part 81.

The Department of Education's grant and cooperative agreement recipients are responsible with the administration of federal funds. Colby Community College is also responsible for ensuring that sub recipients are aware of cash management policies.

Colby Community College must monitor its cash drawdowns and their sub recipients to assure substantial compliance to the standards of timing and the amount of advances. Additionally, when considered necessary and feasible by the Federal agency, Colby Community College may be required to report the amount of cash advances in excess of three's days needs in their hands and of their sub recipients and to provide short narrative explanations of actions taken by the college to reduce the excess balances.

Colby Community College is required to minimize the amount of time between the drawdown and the use of the funds from its bank accounts. (See 2 CFR Part 200, subpart D). Funds must be drawn only to meet the college's immediate cash needs for each individual grant. Written supporting documentation is mandatory to identify the disbursement of funds drawn down. Documentation will include salary or vendor payment detail supporting the need for federal funds. Each time the G5 system is used to draw down a payment, a box is checked certifying the college is adhering to cash management requirements and the funds will be spent within 3 days. The G5 screen displays the following message: *I certify, by processing this payment request and/or reallocation, that the funds are being expended within three business days of receipt for the purpose and condition of the agreement.*

### Payments

Advance Payment (preferred):

- Limited to the minimum amounts needed to meet immediate cash needs.
- Timing and amount of payment must be as close feasible to the actual disbursements.
- Advances must be maintained in an insured account.
- The College must use existing resources before requesting an advance; this can be derived from net income generated by the program, any refunds, rebates, or interest earned.

### Reimbursement

Pass through must make payment within 30 calendar days after receipt of the billing.

### Working Capital Advance

- The pass through determines that the nonfederal entity lacks sufficient working capital. It allows the advance payment to cover the estimated disbursement needs for an initial period.



- The College must use existing resources before requesting an advance; this can be derived from net income generated by the program, any refunds, rebates, or interest earned.

**Cash management control includes:**

1. Accounts must be interest bearing unless the aggregate federal awards are under \$120,000 and the account is not expected to earn in excess of \$500 per year and the bank requires a minimum balance so high that such an account is not feasible.
2. Interest amounts up to \$500 may be retained by the non-federal entity for administrative purposes. The College subject to 2 CFR Part 200, subpart D § 200.305 may keep up to \$500/year of interest earned on excess Federal Fund advances to cover administrative costs. All other amounts must be returned to the Department of Health and Human Services.
3. Any federal funds used for other than the specified purpose for which it was given will be deemed unallowable expenditure and these funds (including any earned interest) must be returned to the Department of Education.

**Procedure for Payment of Federal Funds**

1. Grant Director/Administrator will notify the Controller of the financial needs of its grant regarding the drawdown of funds. (Usually this is based on the reimbursement method).
2. Documentation regarding salaries, overhead, vendor payments, etc. will be given to the Controller in written format or a request made of the Controller to obtain financial information from the General Ledger to support the funding request. The Grant Director/Administrator will review the grant's projected cash requirements before each drawdown. The funding request must adhere to the funding agency's regulations.
3. After the Controller and the Grant Director/administrators agree to the amount to be draw down, the Controller will process the request through the grant's corresponding website for payment requests.
4. Once the request has been made and electronic notification sent to the Controller, the Grant Director/Administrator will be notified of the completion of the activity.
5. It is the Grant Director/Administrators responsibility to monitor their budgets for accurate determination of funds. The Controller will maintain a spreadsheet identifying drawdowns for audit purposes.

*[Added May 2015]*

*[Updated February 2021]*





## **CHECK SIGNING**

Colby Community College requires a Board of Trustees (BOT) signature if a check is \$20,000 or more. Any check of \$4,999.99 or less generated by Colby Community College requires a minimum of one live signature from an administrator (the President, Vice President of Academic Affairs, or Vice President of Student Affairs). A check for \$5,000 up to \$19,999.99 requires two administrator signatures. Lastly, any amount of \$20,000 or above will require three signatures (two administrators and one Board of Trustees member).

*[Added February 2022]*

## **COLLEGE OWNERSHIP AND USE**

Any equipment, material and personal property purchased with college funds are the sole property of the college. Any such item is to be used only by college employees in carrying out their duties and responsibilities at the college. Items may not be used by any college employee for personal profit or benefit or loaned to or used by a non-employee of the college without the specific consent of the supervising vice president or the college president.

*[Reviewed June 2020]*

## **COLLEGE SEAL**

Institutional documents that require the college seal may be presented at the Registrar's Office. The seal will be affixed at no charge.

## **COMPETING BUSINESS INTERESTS**

The college shall not compete with local businesses except in instances when such activities are a part of the normal college business. This is done in an effort to ensure local businesses are supported by College functions while providing some operational flexibility for the institution.

*[Updated August 2020]*



## COMPLIANCE OF FEDERAL FUNDS

### Allowable Cost

Colby Community College will expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds. In addition, the state's and Colby Community College financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award (§200.302).

The financial management system of Colby Community College will provide for the following (see also Sec. Sec. 200.333 Retention requirements for records, 200.334 Requests for transfer of records, and §200.337 Restrictions on public access to record).

Colby Community College *will have or provide:*

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
  - Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in Sec. Sec. 200.327. Financial reporting and reporting on an accrual basis from a recipient that maintains its records on other than an accrual basis, the recipient must not be required to establish an accrual accounting system. This recipient may develop accrual data for its reports of the basis of an analysis of the documentation on hand.
  - Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
  - Effective control over, and accountability for, all funds, property, and other assets. Colby Community College will adequately safeguard all assets and assure that they are used solely for authorized purposes. See Sec. 200.303 Internal controls for full details.
  - Comparison of expenditures with budget amounts for each Federal award.
  - Written procedures to implement the requirements of Sec. 200.305 Payment.
  - Written procedures for determining the allow ability of costs in accordance with Subpart E--Cost Principles of the Part and the terms and conditions of the Federal award.



Colby Community College is aware of the Allowable Cost policy as defined in § 200.302 (78624, *Federal Register, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations*) and voluntarily complies.

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**Equipment Purchase**

Equipment Defined: Information derived from: 78612, 78614, & 78617, *Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations*.

§200.33 Equipment.

Tangible personal property(including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information Technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

§200.48 General purpose equipment.

General purpose equipment is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

§200.89 Special purpose equipment

Special purpose equipment is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment includes microscopes, x-ray machines, surgical instruments, and spectrometers.

§200.94 Supplies

All tangible personal property other than those described in § 200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non- Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.

§200.320 (a) Sealed Bids

Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all of the material terms and conditions of the invitation for bids, is the lowest price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c) (1) of this section apply.



1. In order for sealed bidding to be feasible, the following conditions should be present:
  - a. A complete, adequate, and realistic specification or purchase description is available;
  - b. Two or more responsible bidders are willing and able to complete effectively for the business; and
  - c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
  
2. If sealed bids are used, the following requirements apply:
  - a. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
  - b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
  - c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
  - d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
  - e. Any or all bids may be rejected if there is a sound documented reason.
  
3. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
  - a. Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals will be solicited from an adequate number of qualified sources;
  - c. Colby Community College will have a written method for conducting technical evaluation of the proposals received and for selecting recipients;
  - d. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and



- e. Colby Community College may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
4. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
  - d. After solicitation of a number of sources, completion is determined inadequate.

### **Single Source Defined**

Single Source is procurement will be followed when, although two or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. 'Single' means 'the one among others'.

### **Sole Source Defined**

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written justification will be provided. 'Sole' means "the one and only".

### **Sole Source Justification Letter**

Submit a sole source justification letter to Purchasing Services that includes:

1. A product description, including quantity and technical features.
2. History of prior purchases and their nature (competitive vs. noncompetitive)
3. Statement as to the unique circumstances that request award by noncompetitive bid/proposal
4. An explanation of why the product is unique, if applicable: either (a) The product has special technical qualities, essential to the proposed use/function, and no acceptable substitutes are available from another supplier/manufacturer; or (b) The product is a replacement or auxiliary part to match existing specialized equipment with unique physical design and quality requirements serving a particular function/use.





## Equipment Usage

Colby Community College is dedicated to practicing and using federally purchased equipment in the following manners:

- For the authorized purposes of the project until funding for the project ceases, or until the property is no longer needed for the purposes of the project.
- To not encumber the property without approval of the Federal awarding agency or pass-through entity.
- Use and dispose of the property in accordance with §200.311 Real property
- A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with stated laws and procedures.

Equipment will be used by Colby Community College in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the Colby Community College will not encumber the property without prior approval of the Federal awarding agency. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:

- Activities under a Federal award from the Federal awarding agency which funded the original program or project, then
- Activities under Federal awards from other Federal awarding agencies. This included consolidated equipment for information technology systems.

During the time that equipment is used on the project or program for which it was acquired, Colby Community College will make equipment available for use on other projects or programs currently or previously supported by the Federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use will be given to other programs or projects supported by Federal awarding agency that financed the equipment and second preference will be given to programs or projects under Federal awards from other Federal awarding agencies. Colby Community College knows and understands use for non-federally-funded programs or projects is also permissible, user fees will be considered if appropriate.

Notwithstanding the encouragement in §200.307 Program income to earn program income, Colby Community College will not use equipment with the Federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal government retains an interest in the equipment.

When acquiring replacement equipment, Colby Community College can use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

## Management Requirements

Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the



following requirements:

- Property records will be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- A physical inventory of the property will be taken and the results reconciled with the property records at least once every two years.
- A control system will be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- Adequate maintenance procedures will be developed to keep the property in good condition.
- If Colby Community College is authorized or required to sell the property, proper sales procedures will be followed to ensure the highest possible return.

### **Disposition**

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulation, or Federal awarding agency disposition instructions, Colby Community College will request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award.

Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

- Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
- Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by Colby Community College or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit Colby Community College to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
- Colby Community College may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, Colby Community College will be entitled to compensation for its attributable percentage of the current fair market value of the property.
- If Colby Community College fails to take appropriate disposition actions, the Federal





awarding agency may direct Colby Community College to take dispositions actions.

Colby Community College is aware of and follow the Equipment usage policy as defined in 200.313 (78629, *Federal Register, Vol.78, No. 248/Thursday, December 26, 2013/Rules and Regulations*) and voluntarily complies. [Added May, 2015]

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**Institutional Grants**

**FEDERAL GRANT SUBAWARD NOTIFICATION**

Date of Sub award: \_\_\_\_\_ Federal Award  
Identification

|   |   |
|---|---|
| 1. Sub recipients Name (must match registered name in DUNS)                   |   |
| 2. Sub recipient's DUNS number  |   |
| 3. Federal Award Identification Number (FAIN)                                 |   |
| 4. Federal Award Date   |   |
| 5. Sub award Period of Performance  |   |
| 6. Start Date   |   |
| 7. End Date   |   |
| 8. Amount of Federal Funds Obligated by this action                           |   |
| 9. Total Amount of Federal Funds Obligated to sub recipient                   |   |
| 10. Total Amount of the Federal Award   |   |
| 11. Federal award project description   |   |
| 12. Name of Pass-through entity and contact information for awarding official | Name of Pass-through entity<br>Awarding Official's contact info |
| 13. CFDA number and Name  |   |
| 14. Is this a Research and Development award?                                 |   |
| 15. Indirect cost rate  |   |
|   |   |
|   |   |





## CREDIT CARD USAGE

Colby Community College is participating in the State of Kansas and Elan Financial Services Purchasing Program. The purpose of the State of Kansas Procurement Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar (under \$3,000) transactions within established usage limits.

The Business Procurement Cards (Visa) can be used for in-store purchases as well as mail, internet, phone, or fax orders. The program is designed to ease the ordering & payment process by reducing purchase orders, payment vouchers, and the use of personal funds reimbursed by payment vouchers.

This manual provides the guidelines under which you may use your procurement card. Please read it carefully. Your signature on the Business Procurement Card Cardholder Agreement indicates that you understand the intent of the program and agree to adhere to the established guidelines. You will be issued your procurement card after the Business Affairs Office receives an approved VISA account action request form, required training is completed, and the cardholder has signed the VISA Card cardholder agreement form.

### General Guidelines

The Business Procurement Card is an additional tool to be used by College employees for the purchasing of commodities, services and travel related expenses, similar to an agency purchase order. All policies and procedures regarding the spending and payment of State and Grant funds still apply. Cards are issued to a specific person to insure responsibility of the use of the card.

It is likely that any merchant you currently utilize as a source for commodities will accept this card. However, due to certain restrictions, some attempts to purchase goods from a merchant through the use of the VISA Card may be declined. If you are declined and feel the decline should not have occurred, email the VISA Card Administrator at [patty.mead@colbycc.edu](mailto:patty.mead@colbycc.edu).

Each card has been assigned an expenditure dollar limit applicable for a 30-day billing cycle. During this cycle, merchants are paid by Adams Bank within three days of the business transaction. It is imperative that the merchants NOT invoice the College in addition to the detailed charge receipt, as an invoice could result in duplicate payment. Additionally, when making these purchases, be sure to remind the vendor of the College's tax-exempt status when making a purchase.

For your continued use of the VISA Card as well as the overall success of the program please remember that the Procurement Card is NOT intended to avoid or bypass appropriate procurement or payment procedures. Rather, the procurement card complements the existing processes available. It should not be used for personal use and charges to the card cannot be used as a pass-through of personal funds.

The cards are further restricted by the individual transaction card limit, including shipping and handling.

You are responsible for the security of this card and the transactions made against it. The card is



issued in your name and any purchases made against the card will be your responsibility. Use of the card for purchases not in accordance with guidelines established may result in personal liability. Use of the card for purchases not in accordance with guidelines established may result in personal liability.

Remember that you are committing College funds each time you use the procurement card. This is a responsibility that cannot be taken lightly.

## **Card Use Procedures**

### Types of Cards

Standard VISA Card – Use is for purchase of commodities made in accordance with approved CCC purchasing policies and procedures. Transaction total is limited to \$3,000 per purchase without additional approval and the standard credit limit varies.

### How to Obtain a Card

After you have read and understand the procedures in this manual, your department may request a new card be issued to you by forwarding the Credit Card Request Form (Appendix) to patty.mead@colbycc.edu. The VISA Card Coordinator will assist with gaining access to the applicable training for the VISA requested. Once the VISA Credit Card request form has been received and training has been completed, the appropriate VISA Card will be requested on your behalf.

The VISA Coordinator will notify you, via email, when your new card is ready to be picked up in Thomas Hall. At that time, you will be asked to read and acknowledge your understanding of your role and responsibility.

When you receive your card, always keep it in a secure place. Although the card is issued in your name it is the property of the Colby Community College and is only to be used for College purchases as defined in this manual.

### How to Cancel a Card

VISA cards are to be canceled immediately if a card-holder, issued in a card-holder's name, terminates employment. The cardholder's final paycheck may be withheld until the card is returned.

The process for canceling a procurement card begins with the return of the card to HR or Patty Mead.

### Card Renewal

A renewal card will automatically be mailed to the VISA Card Coordinator. The cards are typically mailed out from the Bank around the middle of the month that the card expires in. You will be notified when the card has arrived from the bank and is available for pick-up.

### Failure to Use Card

An unused card is considered a security risk. If the VISA is not used on a regular basis a report is



generated by the Bank notifying the VISA Card Coordinator of the inactive card. After six months of inactivity the card will automatically be cancelled by the bank. Please see the cardholder agreement that was included with your card.

### How to Report a Lost or Stolen Card

If a procurement card is lost or stolen, immediately contact the VISA Card Coordinator to have your card closed and re-issued.

### Procurement Card Security

Only the authorized cardholder department may use the card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.

### Internet Security

Suggested best practices for shopping on the Internet are listed below. Be aware that an outside party could gain access to your VISA Card account number if a vendor's Internet site is not secure.

1. Only use your card in a secure environment, i.e., the location/address box on your browser starts with "https://".
2. Use sites that include a BBB (Better Business Bureau) Accredited Business seal. The seal should link to a page confirming that the business is BBB accredited. Be cautious if the seal is not linked to a BBB page confirming accredited business status. It could be a sign of unauthorized use of the mark.
3. If you are not familiar with an online merchant, verify its reliability with outside organizations, such as the Better Business Bureau (<http://www.bbb.org/> and <http://www.bbbonline.org/>).
4. Know who you are doing business with before placing an order. Use Web sites that provide clear contact information (phone number, address in the real world, customer service contact) for the company, as well as warranty, return and refund policy.
5. If an online purchasing website asks you to create an account with a password, protect that password.
  - Use a different password for each website that you utilize. (Do not use the same password for more than one website.) This procedure will help protect your VISA Card, if the password for a specific website is compromised.
  - Change passwords for online purchasing websites on a regular basis.
6. Do not provide personal information, such as Social Security, Bank account or personal phone numbers or your home address.
7. A site should have a privacy policy explaining how the merchant will protect the information you submit when making a purchase. If you cannot find that policy, request that information.
8. Understand prices, shipping and handling charges, the terms of any product or service guarantees and the expected delivery date.



9. Check your order for keystroke errors to avoid ordering the wrong item or quantity.
10. Always print and retain a copy of each purchase order with a confirmation number and pricing information attached. It's also a good idea to print the "address" (Uniform Resource Locator) of the company site that you are doing business with.

### **Business Procurement Card Holder Responsibilities**

#### Receipt of Goods and Materials

The cardholder is responsible for ensuring receipt of goods and materials and will follow-up with the vendor to resolve any delivery problems, discrepancies and damaged goods.

For telephone or catalog orders, make sure complete shipping address and instructions are given along with your name, department name, complete street address, room number, city, state, and zip. If goods or materials are ordered by phone, explain we are a tax-exempt organization and ask the vendor to include a detailed sales receipt in the package. Save the credit card receipt and shipping documentation.

#### Record Keeping and Documentation

Record keeping will be essential to ensure the success of the program. Standard payment policies require retention of receipts and other documentation. As with any credit/charge card, you must retain sales slips, cash register receipts, invoices, order forms and receiving documents. All of these documents should be submitted to the card administrator with your monthly statement.

#### Approval Process

Itemized receipts must be forwarded to the card administrator for review and approval. Please note: Departmental approval and document routing processes may vary between departments.

#### Declined Purchases

Cardholders may experience a purchase declined at point-of-sale or during the processing of an online transaction. Reasons may include:

1. Purchase exceeds the \$3,000 transaction limit.
2. Purchase exceeds the monthly dollar limit established for the card.
3. Merchant category code not included on CCC's acceptable list of codes.
4. Incorrect expiration date, CVV, or address was entered.
5. International Purchase

If your VISA Card is declined with a vendor, send an email to [patty.mead@colbycc.edu](mailto:patty.mead@colbycc.edu). The VISA Card Administrator will contact Adams Bank to determine the reason for the decline. Please include the following items in your email: last 4-digits of the card, cardholder's name, vendor name, amount to be paid to the vendor, description of purchase, and if it is an international charge the country charging the purchase. These items will help us in getting the bank to open the card for the charge to go through the first time. the card for the charge to go through the first time.



Resolving Errors, Disputes, Returns and Credits

The cardholder is responsible for contacting and following up with the vendor on any erroneous charges, disputed items or returns as soon as possible. Cardholders are strongly encouraged to communicate in writing in order to establish a written trail of communication (i.e. email, letter, etc.). If the cardholder is unable to reach agreement with the vendor, the next step is to contact the VISA Card Coordinator.

The VISA Card Coordinator may request the cardholder to provide all supporting correspondence, sending information to Thomas Hall. The associated backup will be forwarded to Adams Bank for resolution with the vendor. The bank must be notified of any disputed items within immediately.

Disputed billing can result from failure to receive goods or materials, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. In the event of fraud notify the VISA Card Coordinator immediately. Documentation regarding any resulting credits should be kept to explain each item to be returned or exchanged.

Penalties

Obtaining a VISA Card is a privilege and must be used appropriately. Failure to follow the policies and procedures of the College and VISA Card program could result in written warnings, cancellation of the card, and even loss of position. Buying from established contracts, providing supporting paperwork, processing payment in a timely manner, etc., are critical elements to a successful College wide card program.

**Business Procurement Card Department Responsibilities**General Guidelines

The business office determines who is eligible for a card, authorizes the VISA card, audits and signs transaction logs, controls spending through the bank summary review and maintains records.

The VISA Card Coordinator will coordinate with the VISA Administrator to get the cardholder training. Once the appropriate training has been completed, the VISA Coordinator will request the card from Adams Bank and the VISA Administrator will activate your card and contact you via email when the card is available for pick-up.

If an employee leaves the department or assumes different duties that do not require the use of the procurement card, the department's business office is responsible for retrieving and cutting up the card and communicating this information to Business Affairs Office.

Record Keeping and Documentation

Individuals should receive all supporting documents for each purchase made on a procurement card. They should then have all necessary documentation to prepare a purchase order (PO) to pay the monthly statement. These supporting records must be maintained with each month's statements and POs in accordance with College retention policies.

Reconciliation and Approval Process

The department/unit business office is responsible for editing and approving final transactions including funding, object code, and descriptions.

## **BILLING, PAYMENT AND ACCOUNT DISTRIBUTION PROCESS**

### General Guidelines

Each cardholder will receive a statement of activity for the month with access to their account online. This is to be used to reconcile invoices. Concurrently, a control account statement is emailed to Thomas Hall from which the Business Affairs Office will process Adams Bank's monthly payment.

### Paying the statement

When the cardholder receives the monthly bank statement it should be immediately reconciled along with all supporting documentation. Charge slips and receipt tapes should be matched to the statement. If a receipt is missing, the vendor must be called and asked to provide a detailed invoice, credit memo, or an adequate substitute. Verify purchases again for sales tax on each item and request a credit, if needed. Check state contract items and verify that shipping charges were handled according to the contract.

As long as the attached invoice, or other payment document is itemized, the items purchased may be described in general terms. Each individual is responsible for allocating purchases to the appropriate funding and object code.

If inappropriate purchases appear, the employee should supply a justification. If the justification is insufficient, appropriate measures should be taken to receive a credit from the vendor for the purchase. To obtain a credit a cardholder can return the goods.

Once the statement has supporting documentation for each entry on the statement and the receipts all match the statement, a POR must be prepared. As long as the attached invoice, packing slip or other payment document is itemized, the items purchased may be described in general terms. Each department is responsible for allocating purchases to the appropriate funding and object code.

If inappropriate purchases appear, the employee should supply a justification. If the justification is insufficient, appropriate measures should be taken to receive a credit from the vendor for the purchase. To obtain a credit a cardholder can return the goods.

The attestation must be signed by the cardholder and someone with signature authorization.

The supporting hard copy documentation should be sent to the VISA Coordinator within 10 days of the credit card statement.

### Auditing of Business Procurement Card Program

The Business Affairs Office will review all transactions and supporting documentation when the POR arrives in Thomas Hall to ensure that the Colby Community College policies and procedures are followed.

The Colby Community College Office of Internal Audit may conduct periodic audits to





determine compliance with Business Procurement Card policies and procedures.

The CCC Purchasing Office reserves the right to conduct random audits of departments throughout the program to ensure compliance with purchasing rules and regulations. If abuse is found during these audits your card may be revoked. Any minor offenses will be documented and the documentation will be signed by the VISA Coordinator.

#### Violation Notices

The Business Affairs Office may issue a violation notice for misuse of the VISA Card, i.e. charging something to the card that is not allowed.

Cardholders receiving 3 violation notices within a one-year period may be reviewed for permanent revocation of their VISA Card.

#### Sales and Use Tax

Colby Community College, as an agency of the State of Kansas and is exempt from paying Kansas sales or use tax per KSA 79-3606(c). When Kansas sales tax is inadvertently included in a transaction, departments are required to subsequently obtain credit for tax paid.

Cardholders are strongly encouraged to make all request for a refund of sales tax in writing (email, letter, etc.). If the sales tax inadvertently is included with the transaction please provide a reason as to why it occurred.

#### Prohibited Purchases

- Alcohol
- Ammunition
- Firearms
- Contact Information

The VISA Card Coordinator may be reached at [patty.mead@colbycc.edu](mailto:patty.mead@colbycc.edu)

*[Revised May 2017; October 2020]*



## **DISPOSITION OF SURPLUS PROPERTY**

The Board of Trustees may, by motion or resolution adopted from time to time, identify the surplus property and authorize the sale or disposition of the property on those terms that the Board of Trustees considers to be in the best interest of Colby Community College (CCC). All logos/insignia of any sort must be removed by CCC before disposing of any and all property. The Board of Trustees considers the most appropriate methods of disposition of surplus property to include a public auction, public solicitation or written bids, donation of such property to a not-for-profit organization that is exempt from federal income taxation pursuant to section 501(c)(3) of the federal internal revenue code of 198. CCC operates in accordance and compliance with Kansas Statute 75-6602 (Procedures authorized for disposing of surplus property; rules and regulations).

The President at Colby Community College has the authority to dispose of any item that has no monetary value to the College. This includes all items that are broken beyond repair, too old for utilization, and ultimately present no value to the institution. Thus, providing the CCC President the authority to dispose of items in a manner that includes recycling or taking an item to the landfill. This exception does not provide the President authority to sell any item without prior approval from the Board of Trustees. Any time an item is disposed of, a detailed list of the surplus property will be provided in the consent agenda for the Board of Trustee's review at the following Board meeting. This policy was created to reduce the amount of time it takes the institution to dispose of items that have no discernable value to the institution.

*[Revised January 2010; September 2020]*



## DEBT MANAGEMENT

Adherence to its debt management policy signals to rating agencies and the capital markets that the College and its Board of Trustees is well-managed and should meet its obligations in a timely manner. Debt levels and their related annual costs are important financial considerations that impact the use of current resources. An effective debt management policy provides guidelines for the College to manage its debt programs in line with those resources.

### I. Introduction

- A. The Board of Trustees (“BOT”) adopts the following policies concerning debt management.
- B. Whenever the College takes action to borrow money for any purpose, the College must first seek the approval of the Board of Trustees (BOT). The BOT is instrumental to Colby Community College whose purpose is to finance revenue generating capital projects for the College located in Thomas County, Kansas by issuing its bonds and notes.
- C. The College reserves the right to utilize other borrowing methods should special circumstances arise, pending BOT approval.
- D. The BOT has financed a variety revenue generating of higher education projects including, but not limited to, residential housing and the Honeywell Energy Conservation project. These projects stand in contrast to non-revenue generating capital projects for basic academic needs such as classrooms and libraries that are funded from the proceeds of the tuition and fees issued for which the College is not obligated to pay the debt service.

### II. Goals and Objective

- A. The College is establishing this debt policy as a tool to ensure that financial resources are adequate to meet the College’s long-term debt program and financial planning.
- B. In addition, this Debt Management Policy (the “Policy”) helps to ensure that financing undertaken by the College satisfy certain clear objective standards designed to protect the College’s financial resources and to meet its long-term capital needs.
- C. This Policy coordinates with other policies and guidelines of the College.
  1. The goals of this Policy are:
    - a. To document responsibility for the oversight and management of debt related transactions;
    - b. To define the criteria for the issuance of debt;
    - c. To define the appropriate uses of debt; and
    - d. To minimize the cost of issuing and servicing debt.
  2. The objectives of this Policy are:
    - a. To establish clear criteria and promote prudent financial management for the issuance of all debt obligations;
    - b. To identify legal and administrative limitations on the issuance of debt;



- c. To ensure the legal use of the College's direct debt issuance authority;
- d. To maintain appropriate resources and funding capacity for present and future capital needs;
- e. To evaluate debt issuance options;
- f. To promote cooperation and coordination with other stakeholders in the financing and delivery of services;
- g. To manage interest rate exposure and other risks; and
- h. To comply with Federal Regulations and generally accepted accounting principles ("GAAP").

### III. Debt Management

#### A. Purpose and Use of Debt Issuance

1. Debt may be used to finance projects identified by Colby Community College. Ordinarily, projects are identified and included within the College's approved capital plan that is submitted annually to the BOT. After consideration by the BOT, these projects are incorporated into the College's annual budget (as "disclosed projects"). From time to time, mission critical projects not considered as part of the annual process will be brought to the BOT for intra-year financing.
2. Debt may be used to finance project costs which include all direct capital costs and indirect capital costs of projects, including but not limited to costs of construction and acquisition, costs of issuance of debt, funded interest on debt, and amounts to fund or replenish reserves, if and to the extent approved by the Authority. Furthermore, no budgeted operational expenditures (including internal employee labor) shall be reimbursed with debt proceeds unless such debt is retired/repaid within the fiscal year of issuance.
3. Prior to the issuance of bonds, bond anticipation notes may be issued for the payment of costs as authorized by the BOT.
4. Bonds may be issued to refinance outstanding debt.

#### B. Debt Capacity Assessment

The debt capacity of the College is partially reliant on the assessment of the debt capacity on a project by project basis as each project is considered. Debt capacity of each project is based on debt service coverage, which measures the actual margin of protection for annual debt service payments from the annual pledged revenue. The pledged revenue plus the pledge of legislative appropriations must meet a two times coverage test for a project to be approved for debt funding.

#### C. Federal Tax Status

**Tax-Exempt Debt** – The College will use its best efforts to have projects eligible for financing with tax-exempt debt based on the assumptions that tax-exempt interest rates are lower than taxable rates and that the interest savings outweigh the administrative costs, restrictions on use of financed projects, and investment constraints.



Taxable Debt – The College will agree to financing of projects with taxable debt when projects are not eligible to be financed with tax-exempt debt or when the administrative costs, restrictions on use of financed projects, and investment constraints outweigh the benefit of tax-exempt rates.

D. Legal Limitations on the Use of Debt

1. Limitations on the purpose to which the proceeds of sale of bonds or notes may be applied are contained in the resolution or resolutions authorizing the bonds or notes.
2. No debt may be issued for a period longer than the useful life of the capital project it is funding.

IV. Types of Debt

A. The BOT is authorized from time to time to issue its negotiable bonds and notes. These include:

1. Bonds

The BOT may issue bonds, where repayment of the debt service obligations of the bonds will be made through revenues generated from specifically designated sources. The bonds will be special obligations of the College. These bonds may include, but not limited to:

- a. Fixed Interest Rate Bonds - Bonds that have an interest rate that remains constant throughout the life of the bond.
  - 1) Serial Bonds
  - 2) Term Bonds
- b. Variable Interest Rate Bonds - Bonds which bear a variable interest rate but do not include any bond which, during the remainder of the term thereof to maturity, bears interest at a fixed rate.
- c. Capital Appreciation Bonds - Bonds as to which interest is payable only at maturity or prior redemption of such Bonds or which bear a stated interest rate of zero. The corresponding Supplemental Resolution for the bonds will define the manner in which the period during which principal and interest shall be deemed to accrue, and the valuation dates for the bonds and the accreted value on the valuation date.
- d. Refunding Bonds - Bonds refunding the whole or a part of a Series of Bonds delivered on original issuance.

2. Short-term Debt

The BOT may issue short-term debt, from time to time as needed to fund projects for Colby Community College during their construction phase. Such debt shall be authorized by resolution of the BOT. Short-term debt may be used for the following reasons:

- 1) To fund projects with an average useful life of ten years or less; and
- 2) To fund projects during their construction phase.



These notes may be structured as Bond Anticipation Notes (“BANs”) or short-term obligations that will be repaid by proceeds of a subsequent long-term bond issue or fees and charges from the borrowers. Typically, these notes are issued during the construction period to take advantage of lower short-term interest rates. These notes may include:

- a. Commercial Paper (“CP”) – CP is a form of bond anticipation note that has a maturity up to 270 days, may be rolled to a subsequent maturity date and is commonly used to finance a capital project during construction. It can be issued incrementally as funds are needed.
- b. Fixed Rate Notes – Notes issued for a period of time less than three years at a fixed interest rate.
- c. Variable Rate Notes – Notes issued for a period of time less than three years which bear variable interest rates until redeemed. Provision as to the calculation or change of variable interest rates shall be included in the authorizing resolution.
- d. Revolving Credit Facility – A form of bond anticipation note involving the extension of a line of credit from a bank. The bank agrees that the revolving credit facility can be drawn upon incrementally as funds are needed. The draws upon the line of credit may bear variable interest rates until redeemed. Provision as to the calculation or change of variable interest rates shall be included in the authorizing credit agreement.

## V. Debt Management Structure

A. The College, when requesting financing for a project, shall request the BOT to structure the funding:

### 1. Term

All capital projects financed through the issuance of debt will be financed for a period not to exceed the useful life of the projects, but in no event will the term exceed thirty (30) years.

### 2. Financed (Capitalized) Interest

- a. From time to time certain projects may require the use of capitalized interest from the issuance date until the College has beneficial use or occupancy of the financed project.
- b. Interest may be financed (capitalized) through a period permitted by federal law and the Authority’s Second Program General Bond Resolution if it is determined that doing so is beneficial.

### 3. Debt Service

- a. Debt issuance shall be planned to achieve relatively net level debt service. The College shall not use bullet or balloon maturities, absent sinking fund requirements, except in those instances where these maturities serve to make existing overall debt service level or to match a specific income stream.
- b. No request shall be made to the Authority for debt to be structured with deferred repayment of principal unless such structure is specifically approved by affirmative vote of the members of the College.



4. Call Provisions

In general, the BOT's securities will include a call feature no later than ten (10) years from the date of delivery of the bonds. Call Features should be structured to provide the maximum flexibility relative to cost. The BOT will avoid the sale of long-term non-callable bonds absent careful evaluation by the Authority with respect to the value of the call option.

5. Original Issuance Discount/Premium

Bonds sold with original issuance discount/premium will be permitted with the approval of the BOT.

## VI. Refunding Outstanding Debt

- A. At least annually, College staff with assistance from the BOT's Financial Advisor analyzes outstanding bond issues for refunding opportunities, whether for economic, tax-status, or project reasons.
- B. Consideration is to be given to anticipated costs and administrative implementation and management.
- C. The College shall report to the BOT a need for refunding when:
  - 1. The refunding of the debt is necessary due to a change in the use of a project that would require a change to the tax status of the debt.
  - 2. The project is to be sold or no longer in service while still in its amortization period.
  - 3. Restrictive Covenants prevent the issuance of other debt or create other restrictions on the financial management of the project and revenue producing activities.
- D. The College will request the refunding term to be no longer than the term of the originally issued debt.

## VII. Reserve Funds

- A. Debt Service Reserve Fund
  - 1. The BOT provides that a Debt Service Reserve Fund shall be established up for each bond that is issued.
  - 2. If future BOT bond resolutions do not require such a reserve fund, this provision is not required.
- B. Liquidity Facility
 

In the event the BOT shall utilize CP, the BOT may set up a liquidity facility to provide liquidity to securities that have been tendered. The liquidity facility may be in the form of a letter of credit, advance agreement or other arrangement that may provide liquidity.
- C. Interest Rate Reserve Fund:
  - 1. The BOT establishes an interest reserve fund for the bond anticipation notes issued for each project. The interest reserve fund provides security for interest due on the bond anticipation notes as such interest matures between billings.



2. The College will pay on a monthly basis based on the amount borrowed.
3. When the short-term debt for a project is either repaid or converted to bonds, the amount invested in the reserve fund will be credited back to the College.

#### VIII. Risk Assessment

- A. The Vice President of Business Affairs, subject to approval of the President of CCC, will evaluate each transaction to assess the types and amounts of risk associated with that transaction, considering all available means to mitigate those risks.
- B. The Vice President of Business Affairs, subject to approval of the President of CCC, will evaluate all proposed transactions for consistency with the objectives and constraints defined in this Policy.
- C. The following risks should be assessed before issuing debt:
  1. Change in Public/Private Use
 

The change in the public/private use of a project that is funded by tax-exempt funds could potentially cause a bond issue to become taxable.
  2. Default Risk
 

The risk that revenues for debt service payments are not all received by the due date.
  3. Liquidity Risk
 

For variable rate debt, the risk of having to pay a higher rate to the Authority for the liquidity provider in the event of a failed re-marketing.
  4. Interest Rate Risk
 

For variable rate debt, the risk that interest rates will rise, on a sustained basis, above levels that would have been set if the issue had been fixed.
  5. Rollover Risk
 

For variable rate debt, the risk of the inability to obtain a suitable liquidity facility at an acceptable price to replace a facility upon termination or expiration of the contract period.

#### IX. Transparency

- A. As a public body, the College shall comply with the Kansas Open Meetings Act.
- B. Additionally, the College will assist the BOT in complying with U.S. Securities and Exchange Commission Rule 15c2-12, by providing certain financial information and operating data by specified dates, and to provide notice of certain enumerated events with respect to the bonds, if material. Such material events include:
  1. Issuer's Counsel - The Authority will enter into an engagement letter agreement with each lawyer or law firm representing the Authority in a debt transaction. No engagement letter is required for any lawyer who is an employee of the Office of Attorney General and Reporter for the State of Kansas which serves as counsel to the Authority.





2. Bond Counsel - Bond Counsel shall be engaged through the Office of State and Local Finance and serves and assists the Authority on all its debt issues under a written agreement.
3. Financial Advisor - The financial advisor shall be engaged through the Office of State and Local Finance and serves and assists the Authority on financial matters under a written agreement. However, the financial advisor shall not be permitted to bid on or underwrite an issue for which it is or has been providing advisory services.

X. Professional Services:

From time to time the College uses its General Counsel for advice on aspects of a debt transaction.

XI. Potential Conflicts of Interest:

- A. If the College were to hire professionals to assist the College in a debt transaction, the professionals shall be required to disclose to the College existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor), as well as the BOT.
- B. This disclosure shall include such information that is reasonably sufficient to allow the College to appreciate the significance of the relationships.

XII. Debt Administration

A. Planning for Sale

The College (through the Vice President of Business Affairs, subject to approval of the President of CCC) will provide all requisite information to the BOT to facilitate the compilation of data necessary for the Official Statement related to the bond issuance and bond underwriting.

B. Post-Sale

1. The College will ascertain that fees and charges are established at levels sufficient to meet the two times debt service coverage when combined with legislative appropriations.
2. The College will (through the Vice President of Business Affairs, subject to approval of the President of CCC) provide for timely transmission of requisite debt service payments as billed by the Authority.

C. Continuing Administration

1. The College (through institutional administration) will ascertain that facilities financed with tax exempt debt will be used in a manner such as to not jeopardize the exempt status of the issued debt.
2. The College (through institutional administration) will maintain the financed facilities in a prudent manner establishing maintenance reserves when necessary to preserve the viability of facilities.

XIII. Federal Regulatory Compliance and Continuing Disclosure

A. Arbitrage



1. The College (through the Vice President of Business Affairs, subject to approval of the President of CCC) will work with the Office of State and Local Finance to comply with arbitrage requirements on invested tax-exempt bond funds consistent with representations made in the relevant Tax Certificate.
  2. The College will also retain all records relating to debt transactions for as long as the debt is outstanding, plus three years after the final redemption date of the transaction.
- B. Generally Accepted Accounting Principles (GAAP)  
The College will comply with the standard accounting practices adopted by the Governmental Accounting Standards Board when applicable.

#### XIV. Review of the Policy

The debt policy guidelines outlined herein are intended to provide direction regarding the future use and execution of debt. The College maintains the right to modify these guidelines in a manner similar to the original adoption of the Policy.

*[Added January 2020]*

*[Reviewed June 2023]*



## **EXPENDITURES AND FISCAL CONTROL**

Authorization of Expenditures. The President of the college shall establish procedures for authorization of all expenditures from all funds of the college and shall delegate the powers of authorization to such officers of the administration as he/she sees fit.

The President shall have the power to overrule part or all of any requisition for expenditures from any fund of the college.

Monitoring of Income and Expenditures. The Vice President of Business Affairs shall monitor all income and expenditures for all funds of the college, shall prepare and implement adequate fiscal control procedures, and shall prepare monthly reports on the status of all funds of the college for scrutiny and approval by the Board of Trustees.

*[Reviewed February 2021]*



## **FACILITIES AND NAMING GUIDELINES**

Colby Community College (CCC) may recognize donors of large monetary gifts or those who clearly have provided exceptional service to the institution by naming specific facilities for them. Facilities may be named for a donor if one of the following conditions is met:

- A. An individual, family, business, corporation, and/or other charitable entity has given at least \$500,000 and recognized by the Board of Trustees upon recommendation from the CCC administrative team as being an eligible recipient of the honor.  
[Revised Oct., 2018]
- B. An individual has (a) served a minimum of 15 years at CCC; (b) been recognized as outstanding by the public, students, faculty, and administration; and (c) is supported by the Board of Trustees.
- C. Be recognized as an individual who has truly impacted Colby Community College beyond monetary measures.
- D. All recommendations will formally be made by the President of Colby Community College, in open session, at a Board of Trustees meeting. All recommendations must be formally approved by the Colby Community College Board of Trustees.

### **All Donor Naming Opportunities:**

- 1. Naming opportunities for spaces within a building shall be defined by the Colby Community College (CCC) President.
- 2. Naming opportunities for: rooms, areas on campus, or other structures will be reviewed on a case-by-case basis by the CCC President.
- 3. All naming opportunities must be reviewed and approved by the CCC Board of Trustees.
- 4. If a business/organization is longer in the community or is no longer in business, the Board of Trustees reserves the right to rename the facility.
- 5. Nothing in this policy shall limit the CCC President or the Board of Trustees from considering or proposing recognition of individuals for academic, research or service contributions.



## FEDERAL FUNDING

For the application of federal funding and the receipt thereof, Colby Community College and the Board of Trustees will authorize an indirect cost rate consistent with federal guidelines.

*[Revised 2014]*

*[Reviewed June 2020]*

## FEDERAL PAYMENT

Colby Community College (the College) works to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the College whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

- A. Colby Community College must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement by the College, and financial management systems that meet the standards for fund control and accountability as established in this part. Advance payments to the College must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the College in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the College for direct program or project costs and the proportionate share of any allowable indirect costs. The College must make timely payment to contractors in accordance with the contract provisions.
- B. Whenever possible, advance payments must be consolidated to cover anticipated cash needs for all Federal awards made by the Federal awarding agency to the recipient.
  1. Advance payment mechanisms include, but are not limited to, Treasury check and electronic funds transfer and must comply with applicable guidance in 31 CFR part 208.
  2. The College must be authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as they like when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act.
- C. Reimbursement is the preferred method when the requirements cannot be met, when the Federal awarding agency sets a specific condition per § 200.208, or when the non-Federal entity requests payment by reimbursement. This method may be used on any Federal award for construction, or if the major portion of the construction project is accomplished through private market financing or Federal loans, and the Federal award constitutes a minor portion of the project. When the



reimbursement method is used, the Federal awarding agency or pass-through entity must make payment within 30 calendar days after receipt of the billing, unless the Federal awarding agency or pass-through entity reasonably believes the request to be improper.

- D. If the College cannot meet the criteria for advance payments and the Federal awarding agency or pass-through entity has determined that reimbursement is not feasible because the College lacks sufficient working capital, the Federal awarding agency or pass-through entity may provide cash on a working capital advance basis. Under this procedure, the Federal awarding agency or pass-through entity must advance cash payments to the College to cover its estimated disbursement needs for an initial period generally geared to the College's disbursing cycle. Thereafter, the Federal awarding agency or pass-through entity must reimburse the non-Federal entity for its actual cash disbursements. Use of the working capital advance method of payment requires that the pass-through entity provide timely advance payments to any subrecipients in order to meet the subrecipient's actual cash disbursements. The working capital advance method of payment must not be used by the pass-through entity if the reason for using this method is the unwillingness or inability of the pass-through entity to provide timely advance payments to the subrecipient to meet the subrecipient's actual cash disbursements.
- E. To the extent available, the College must disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- F. Unless otherwise required by Federal statutes, payments for allowable costs by the College must not be withheld at any time during the period of performance unless the conditions of § 200.208, including § 200.339, or one or more of the following applies:
1. The College has failed to comply with the project objectives, Federal statutes, regulations, or the terms and conditions of the Federal award.
  2. The College is delinquent in a debt to the United States as defined in OMB Circular A-129, "Policies for Federal Credit Programs and Non-Tax Receivables." Under such conditions, the Federal awarding agency or pass-through entity may, upon reasonable notice, inform the College that payments must not be made for financial obligations incurred after a specified date until the conditions are corrected or the indebtedness to the Federal Government is liquidated.
  3. A payment withheld for failure to comply with Federal award conditions, but without suspension of the Federal award, must be released to the College upon subsequent compliance. When a Federal award is suspended, payment adjustments will be made in accordance with § 200.343.
  4. A payment must not be made to Colby Community College for amounts that are withheld by the College from payment to contractors to assure satisfactory completion of work. A payment must be made when the College actually disburses the withheld funds to the contractors or to escrow accounts established to assure satisfactory completion of work.



- G. Standards governing the use of banks and other institutions as depositories of advance payments under Federal awards are as follows:
1. The Federal awarding agency and pass-through entity must not require separate depository accounts for funds provided to the College or establish any eligibility requirements for depositories for funds provided to the College. However, the non-Federal entity must be able to account for funds received, obligated, and expended.
  2. Advance payments of Federal funds must be deposited and maintained in insured accounts whenever possible.
- H. The College must maintain advance payments of Federal awards in interest-bearing accounts, unless the following apply:
1. The College receives less than \$250,000 in Federal awards per year.
  2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
  3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
  4. A foreign government or banking system prohibits or precludes interest-bearing accounts.
- I. Interest earned amounts up to \$500 per year may be retained by the College for administrative expense. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment.
1. For returning interest on Federal awards paid through PMS, the refund should:
    - a. Provide an explanation stating that the refund is for interest;
    - b. List the PMS Payee Account Number(s) (PANs);
    - c. List the Federal award number(s) for which the interest was earned; and
    - d. Make returns payable to: Department of Health and Human Services.
  2. For returning interest on Federal awards not paid through PMS, the refund should:
    - a. Provide an explanation stating that the refund is for interest;
    - b. Include the name of the awarding agency;
    - c. List the Federal award number(s) for which the interest was earned; and
    - d. Make returns payable to: Department of Health and Human Services.
- J. Funds, principal, and excess cash returns must be directed to the original Federal agency payment system. The College should review instructions from the original Federal agency payment system. Returns should include the following information:



1. Payee Account Number (PAN), if the payment originated from PMS, or Agency information to indicate whom to credit the funding if the payment originated from ASAP, NSF, or another Federal agency payment system.
2. PMS document number and subaccount(s), if the payment originated from PMS, or relevant account numbers if the payment originated from another Federal agency payment system.
3. The reason for the return (e.g., excess cash, funds not spent, interest, part interest part other, etc.)

K. When returning funds or interest to PMS you must include the following as applicable:

1. For ACH Returns:

Routing Number: 051036706

Account number: 303000

Bank Name and Location: Credit Gateway—ACH Receiver St. Paul, MN

2. For Fedwire Returns:

Routing Number: 021030004

Account number: 75010501

Bank Name and Location: Federal Reserve Bank Treas NYC/Funds Transfer Division  
New York, NY

\* Please note that the organization initiating payment is likely to incur a charge from their Financial Institution for this type of payment.

3. For International ACH Returns

Beneficiary Account: Federal Reserve Bank of New York/ITS (FRBNY/ITS) Bank:  
Citibank N.A. (New York)

Swift Code: CITIUS33 Account Number: 36838868

Bank Address: 388 Greenwich Street, New York, NY 10013 USA Payment Details (Line 70): Agency Locator Code (ALC): 75010501 Name (abbreviated when possible) and ALC Agency POC

4. For recipients that do not have electronic remittance capability, please make check payable to:

“The Department of Health and Human Services.”

Mail Check to Treasury approved lockbox:

HHS Program Support Center, P.O. Box 530231, Atlanta, GA 30353–023

*[Added September 2023]*





**FINANCIAL COMPLIANCE**

Colby Community College has a significant investment in its fixed assets, which are comprised of land, buildings, and fixed and moveable equipment. These fixed assets are used to carry on the College’s primary missions of instruction and public service. An item is considered a fixed (or capital) asset if it is owned or considered owned by the college, is held for operations for more than one year and its acquisition value is \$5,000 or more individually or as an operating unit for equipment. This includes all items gifted to the College as well as purchases made with donated funds. All fixed assets are owned or deemed accountable by the College and not a specific individual, department or other operating unit.

Fixed assets are recorded at cost at date of acquisition for purchased items. Donated items are recorded at fair market value on the date received. Depreciation is calculated on the straight-line basis over the estimated useful life of each class of depreciable asset. Estimated lives range from 3 to 50 years. Since land does not have an estimated useful life, it is not depreciated.

Guidelines have been established to help College departments and personnel ensure that the College’s fixed assets are acquired, safeguarded, controlled, disposed of, and accounted for in accordance with state and federal regulations, audit requirements, and generally accepted accounting principles.

**Responsibilities of the Controller**

The Controller is responsible for handling a variety of day to day accounting responsibilities such as account analysis and reconciliation, as well as reporting and analysis, which include fixed asset accounting, debt service, bond proceeds analysis, and accounting for capital leases.

**Capital Assets**

Assets are depreciated using the straight-line method. The range of estimated useful lives by asset categories is summarized as follows:

| <b>Asset category</b>            | <b>Years</b> |
|----------------------------------|--------------|
| Buildings                        | 45 to 50     |
| Building Improvements            | 5 to 20      |
| Furniture and Equipment          | 5 to 15      |
| Vehicles                         | 3 to 8       |
| I.T. Equipment Hardware/software | 3 to 10      |

*The costs of normal maintenance and repairs that do not increase the value of the asset or materially extend assets lives are not capitalized.*

**What to Do When Capital Assets Are Delivered**

A member of the Business Affairs Office staff will contact the person that initiates the purchase requisition within a few weeks of the purchase to schedule a time to tag the asset. This tag number will be referenced on the inventory sheet of the asset and will be forwarded via email to the department head and the person that initiates the purchase requisition. The inventory sheet includes the location, purchase information such as date of purchase, manufacturer, model, serial number, department’s name,



department's contact person and fixed asset number. The fixed asset inventory information sheet will be entered into the Microsoft Dynamics Great Plains Fixed Assets System.

### **Selling, Trading-in, Donating or Disposing of a Capital Asset**

The Business Affairs Office staff must be notified of all disposals of capital equipment. When selling, donating, trading-in or disposing of capital equipment, the department responsible for the capital equipment must complete the equipment and furniture disposal form in order to properly account for removing the asset from Microsoft Dynamics Great Plains Fixed Asset System.

The Policy for Disposal of College Assets can be viewed online.

Additionally, the Business Affairs Office staff must be notified via email or telephone prior of all transfers of capital equipment to another department or location within the College.

*[Added February 2020]*



## FINANCIAL RESPONSIBILITY AGREEMENT

I understand that when I register for any class at Colby Community College or receive any service from Colby Community College, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Colby Community College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at Colby Community College. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

### Minors (those enrolling prior to turning 18)

I understand and agree that until I am 18 years of age at the time of enrollment (not when classes begin) at Colby Community College, a Financial Agreement form must be completed by both the student and the parent/guardian each semester of enrollment before turning 18, which is considered the “age of majority” in Kansas. If this is not completed prior to September 1 in the fall semester and February 1 in the spring semester, the student will be dropped from all enrolled courses and assessed a \$25/course late drop fee. I understand payment is still necessary for all courses I take at Colby Community College.

### Delinquent Account/Collection

**Financial Hold:** I understand and agree that if I fail to pay my student account bill or any monies due and owing Colby Community College by the scheduled due date, Colby Community College will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

**Late Payment Charge:** I understand and agree that if I fail to pay my student account bill or any monies due and owing Colby Community College by the scheduled due date, Colby Community College will assess late payment and/or finance charges at the rate of 1.5% per month on the past due portion of my student account until my past due account is paid in full.

**Collection Agency Fees:** I understand and accept that if I fail to pay my student account bill or any monies due and owing Colby Community College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Colby Community College may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee, together with all costs and expenses, including reasonable attorney’s fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.



**Communication**

## A. Method of Communication

I understand and agree that Colby Community College uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Colby Community College on a timely basis.

## B. Updating Contact Information

I understand and agree that I am responsible for keeping Colby Community College records up to date with my current physical addresses, email addresses, and phone numbers. Upon leaving Colby Community College for any reason, it is my responsibility to provide Colby Community College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Colby Community College.

**Agreement**

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Colby Community College, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Colby Community College if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

*[Added September 2016]*

*[Updated March 2021]*



## GIFT ACKNOWLEDGEMENT

Acknowledgment. Whoever receives gifts of consideration, whether it is equipment, materials, or money for a special purpose, must notify the President's office of the gift. The President's office will acknowledge receipt of the gift. A list of contributors should be placed in the *Colby Free Press* twice a year, January and July. *[Revised April 22, 2014]*

**Honor Boards:** The College will maintain updated boards that acknowledge these individuals, companies, trusts, and foundations who have contributed to the institution. Names will be engraved annually in July on the plaques. The boards will be purchased through donation, not general college funds. Separate acknowledgement shall be given to donations given toward scholarships, current needs or capital outlay. The College shall also maintain an updated lifetime contribution board for those who have given a minimum of \$100,000 to Colby Community College. *[Added April 22, 2014]*

Naming of Facilities. Colby Community College may recognize donors of large monetary gifts or those who clearly have provided exceptional service to the institution by naming specific facilities for them. Facilities may be named for a donor if one of the following conditions is met:

- A. An individual, family, business, corporation, and/or other charitable entity has given at least \$500,000 and recognized by the Board of Trustees upon recommendation from the CCC administrative team as being an eligible recipient of the honor. *[Revised October 2016]*
- B. An individual has (a) served a minimum of 15 years at CCC; (b) been recognized as outstanding by the public, students, faculty, and administration; and (c) is supported by the Board of Trustees.
- C. Be recognized as an individual who has truly impacted Colby Community College beyond monetary measures.
- D. All recommendations will formally be made by the President of Colby Community College, in open session, at a Board of Trustees meeting. All recommendations must be formally approved by the Colby Community College Board of Trustees.



## GRAMM – LEACH – BLILEY ACT (“GLBA”)

This document summarizes the Institution’s comprehensive written information security Information Security Program mandated by the Federal Trade Commission’s Safeguards Rule and the Gramm – Leach – Bliley Act (GLBA). In particular, this document describes the Program elements pursuant to which the Institution intends to (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers. The Program incorporates by reference the Institution’s policies and procedures enumerated below and is in addition to any institutional policies and procedures that may be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

### Designation of Representatives

The Institution’s Director of Information Technology, is designated as the Program Officer who shall be responsible for coordinating and overseeing the Program. The Program Officer may designate other representatives of the Institution to oversee and coordinate particular elements of the Program. Any questions regarding the implementation of the Program or the interpretation of this document should be directed to the Program Officer or his or her designees.

### Scope of Program

The Program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the Institution, whether in paper, electronic or other form, that is handled or maintained by or on behalf of the Institution or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the Institution involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

### Elements of the Program

***1. Risk Identification and Assessment.*** The Institution intends, as part of the Program, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the Program, the Program Officer will establish procedures for identifying and assessing such risks in each relevant area of the Institution’s operations, including:

*Employee training and management.* The Program Officer will coordinate with Colby Community College to evaluate the effectiveness of the Institution’s procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution’s current policies and procedures in this area, including compliance requirements resulting from the following external provisions:

[Family Educational Rights & Privacy Act \(FERPA\)](#)



[Health Insurance Portability & Accountability Act \(HIPAA\)](#)

Federal Trade Commission – Red Flag Policies

General Data Protection Regulation (GDPR)

Gramm-Leach-Bliley Act (GLBA)

*Information Systems and Information Processing and Disposal.* The Program Officer will coordinate with representatives of the Institution’s Department of Information Technology to assess the risks to nonpublic financial information associated with the Institution’s information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the Institution’s current policies and procedures relating to the following:

[Use of Computers/College Computing and Information Systems](#)[Use of Colby Community College Individual Email Account](#)[Intellectual Property](#)[Copyright Infringement Policy](#)[Record Retention Policy](#)

The Program Officer will also coordinate with the Institution’s Department of Information Technology to assess procedures for monitoring potential information security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

*Detecting, Preventing and Responding to Attacks.* The Program Officer will coordinate with the Institution’s Department of Information Technology to evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies. In this regard, the Program Officer may elect to delegate to a representative of the Department of Information Technology the responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by the Institution.

2. ***Designing and Implementing Safeguards.*** The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The Program Officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.



Additionally, the College has implemented the following safety protocols:

- Implemented and periodically reviewed access controls
- The College will conduct a periodic inventory of data, noting where it's collected, stored, and transmitted.
- Encrypted customer information on the institution's system and while it is in transit.
- Assess apps developed by the institution.
- Implemented multi-factor authentication for anyone accessing customer information on the institution's system.
- Dispose of customer information securely.
- Anticipate and evaluate changes to the information system or network.
- Maintain a log of authorized users' activity and keep an eye out for unauthorized access.

**3. *Overseeing Service Providers.*** The Program Officer shall coordinate with those responsible for the third-party service procurement activities among the Department of Information Technology and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access.

**4. *Adjustments to Program.*** The Program Officer is responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the Institution's operations or other circumstances that may have a material impact on the Program.

*[Added November 2021]*

*[Revised October 2023]*





## GRANTS AND OTHER OUTSIDE FINANCIAL RESOURCES

The board encourages the President to secure federal, state and private grants, or other alternative funding sources for use in curriculum development, staff development, instructional or activity programs and other areas as directed by the board. The President will inform the board regarding grant activities and funding.

*[Revised April 2014]*

*[Reviewed February 2021]*

## INDIRECT RATES

When conducting sponsored projects (i.e. federal grants), Colby Community College is required to assess an indirect rate of 8% for grant administration. The purpose of this policy is to provide guidance to principal investigators and others responsible for the administration of sponsored projects on the requirements for determining the appropriate indirect cost rate(s) applicable to a particular sponsored project, and applies to all faculty and staff who are responsible for authorizing, processing, and monitoring charges to sponsored projects. The established rate of 8% would be assessed based on the annual grant reward.

### **Indirect Costs**

Indirect costs represent expenses that are not readily assignable to any single research or training project, but which represent the College's costs to carry out training activities and other sponsored programs. Costs include the following maintenance of buildings and equipment, operational support services such as maintenance and operations (utilities, janitorial services, technical support, etc.), library operations, and other administrative services.

*[Added October 2020]*



## INVESTMENT OF FUNDS

The investment of college monies shall be the responsibility of the President, Vice President of Business Affairs and/or the College Treasurer. Any monies not immediately required for the purposes for which the monies were collected or received, shall be invested as provided by current statute K.S.A. 12-1675.

Posting Securities. All investments of college monies shall be secured by F.D.I.C. coverage, a pledge of direct federal obligations or direct guaranteed federal agency deposits in accordance with requirements of state law. Exceptions to the required posting of securities shall be only as provided by law and approval of the board.

All offerings of monies for investment shall state the amount to be invested and the maturity date of each investment.

Investment of funds shall be in the main or branch office of an eligible bank, savings and loan association or savings bank located in the county or counties in which all or part of the college is located. If such main or branch office of an eligible bank, savings and loan association or savings bank cannot or will not provide an acceptable bid, the funds can be invested in a main or branch office of an eligible bank, savings and loan association or savings bank located in an adjoining county to the county in which all or a part of the college is located.

Any bank, savings and loan association or savings bank that qualifies as a depository of college funds shall be given an opportunity to bid on all monies offered for investment. All bids shall be specified on the basis of simple interest.

Distribution of Monies for Investment. The treasurer or other person designated by the board shall inform each eligible bank and savings and loan association of the total amount of money to be invested on a specified date and the maturity date of the investment. Each bank or savings and loan association bidding shall submit a single bid of the rate of interest it would pay on all or part of the funds to be invested.

Monies shall be invested with the highest bidder in such amount as the bidder will accept, and any remaining amounts shall be invested with the next highest bidders in order of interest rate offered. No bidder shall be eligible to receive any funds in the same offering at the rate lower than its single bid.

No bid less than the most recently determined investment rate as determined by the state treasurer shall be accepted. No funds will be invested for maturities of more than two years.

Any monies not otherwise invested in eligible banks and savings and loans located in the college due to their inability, for whatever reason, to accept the funds, shall be invested in secured deposits in banks or savings and loans which have offices located in counties in which a part of the college is located or in adjoining counties.

Any monies not invested in banks and savings and loans in the college or located in counties in which a part of the college is located may be invested in the municipal investment pool fund or United States Treasury bills or notes as authorized by Kansas law.



Monies available for reinvestment as a result of maturities may be reinvested with the bank or association holding such monies provided the bank or savings and loan association agrees to pay the same or higher rate as that offered by the highest bidder at the time of re-offer.

In the event of identical high bids, the allocation of monies to be invested between the high bidders shall be at the discretion of the President.

The treasurer shall record the following information: The date of each offering; the name of each bank or savings and loan association notified; the name of the officer notified, the bid, carried to five decimal places (.11111); the amount of monies the bank or savings and loan association is willing to accept at the rate bid.

To be eligible to receive invested funds or deposits from the college, any otherwise eligible bank or savings and loan association shall have on file in the office of the Vice President of Business Affairs a letter requesting its inclusion in the bidding process and providing proper assurance of compliance with requirements of applicable laws and board policy relating to maintenance of proper security and assurance of its membership in good standing consistent with current federal regulations. The President shall report quarterly to the board on the college's investments.

*[Updated March 2018]*



## PETTY CASH AND CHANGE FUNDS

Due to the decentralized location and handling of a petty cash or change fund, certain procedures and safeguards are essential and are prescribed in this instruction. All departments requesting a first-time petty cash or change fund may refer to this procedure. This procedure also applies to departments with established petty cash or change funds.

### Exemptions

A department may be denied a petty cash or change fund if there is a history of mishandling funds. Business Affairs (BA) also reserves the right to withdraw the fund if it is discovered that the fund is improperly used. Exceptions to parts of the procedural steps below may be granted for unique situations and a request must be submitted to the VPBA in writing.

### Definitions

**Change Fund:** An approved fund, held by a department that is used for making change for sales to customers.

**Petty Cash Fund:** An approved fund, held by a department which is used for making limited recurring or small emergency purchases of materials and services for the College.

**Temporary Change Fund:** An approved fund, held by a department for a specified amount of time, which is used for making change for a special, short-term event. Once the event is completed the funds are to be returned to Accounts Payable in Thomas Hall.

### Procedure Statement

Petty cash and change fund forms can be found in the Business Affairs Office.

### Request for a petty cash or change fund

The department should make a Purchase Requisition (PR) for the need for a petty cash or change fund using the 11-1-0000-111 (Petty Cash) or 16-1-0000-116 (Change Fund). Generally, the amount of the petty cash or change fund is \$200 or less, but should not exceed \$1,000. The VPBA, based on justification contained in the request, may approve higher limits.

The VPBA will receive, review, and recommend to approve or disapprove of new petty cash or change fund requests. Upon approval, the Business Affairs' Office will provide the amount authorized and the recipient will sign for acceptance of the funds. The petty cash or change fund should remain at the designated location.

### Request for a Temporary Change Fund

Complete the Request for a Temporary Change Fund form and obtain a signature from the requestor's supervisor. Please include specific reasons why the funds are needed and the justification for the duration. Amounts over \$250, or requests for the duration to be longer than three weeks, require approval from the VPBA. Upon approval, the Business Affairs Office will provide the amount authorized and the recipient will sign for acceptance of the funds when picked up in the Accounts Payable department in Thomas Hall. The temporary change fund should remain at the designated location during the duration of the event and returned to Accounts Payable by the date stated on the form.

### Increase in an Existing Fund

The department should submit a request to VPBA, justifying the need for an increase on the Increase in



Existing Fund form. Upon approval, the custodian will take possession of the additional funds from Accounts Payable in Thomas Hall, and does so by signing for acceptance of the funds.

### **Decrease or Close Fund**

If the amount of the fund exceeds departmental needs, the excess amount should be returned to Accounts Payable in Thomas Hall. If the fund is no longer needed, the total authorized amount should be returned. Please use the Decrease or Close a Fund form for either of these actions.

### **Change in Fund Custodian**

The VPBA delegates responsibility for management and operation of the petty cash or change fund, in accordance with this instruction, to the designated custodian. When the custodian is changed, the status of the funds should be verified by both the outgoing and incoming custodian. A Change in Fund Custodian form, detailing the status of the fund, should be jointly signed by both the outgoing and incoming custodian and forwarded to Accounts Payable, with a copy retained by the department for audit purposes. If circumstances arise where the outgoing custodian is unable to sign the form, please complete all the information for the new custodian and provide the CCC ID number for the outgoing custodian.

### **Purchases from Petty Cash Funds and Change Funds**

No purchases are allowed to be made from petty cash and change funds. The purposes of the petty cash and change funds is to collect additional money and make change. Counting and auditing the petty cash or change fund

Petty cash and change funds should be counted at least once a month and the results recorded and retained for audit. Any overages or shortages should be recorded in the month incurred as outline above Petty Cash and change funds are subject to random internal audits from employees in the Business Office, as well as a year-end audit to verify funds.

### **Forms and Tools**

All Petty cash and change fund related forms and payment from receipt booklets can be obtained in Thomas Hall.

*[Added May 2017]*

*[Updated September 2021]*

## **PRIOR YEAR CHARGES**

Federal student financial aid can only cover institutional charges for the current academic year, as defined by the U.S. Department of Education. However, students who receive Federal Financial Aid, but are allowed to enroll for a semester while still owing institutional charges (i.e. tuition, fees, books, room/board) to Colby Community College may have up to \$200 from current year financial awards (Pell and/or loans) applied to a prior year balance without authorization from the student. As per the CCC Financial Agreement and pursuant to other CCC policies, students should seek to have a zero balance on all prior semesters.

This is in accordance with the U.S. Department of Education 34 CFR 668.164(c)(4) and 668.164(c)(3).

*[Added January 2022]*



## RECORDS RETENTION

Colby Community College is governed by state statutes defining records retention requirements. State law provides that all government records are public property and shall not be destroyed or otherwise disposed of except as authorized by law or applicable retention and disposition schedules (see Kansas Statutes Annotated (K.S.A.) 45-403). This chapter provides records and information management guidance for current and non-current government records within Colby Community College units and offices. The College Archives is designated as the official repository for the preservation of all Colby Community College non-current government records with enduring value. The College Archives is administered by the College Vice President of Business Affairs (VPBA), hereinafter referred to as the VPBA, who serves as the Agency Records Officer for Colby Community College in accordance with Kansas Administrative Regulation (K.A.R.) 53-4-1. In this capacity, the VPBA serves as the liaison between the College Archives and Colby Community College offices to develop and maintain records retention and disposition schedules as described in this chapter. Unless stated otherwise, the term "office(s)" used in this chapter refers to all administrative, academic, and other offices of Colby Community College. This policy is maintained by the Policy Committee, which is further described in .050 Roles and Responsibilities.

### Statutes

Colby Community College records, regardless of their format, are subject to the records preservation laws of Kansas. College officials are responsible for managing records in ways that ensure accessibility under the Kansas Open Records Act (KORA, K.S.A. 45-215–45-223), protect the confidentiality of other records as stipulated in various state and federal statutes, and preserve and provide long-term access to selected records through the Government Records Preservation Act (K.S.A. 45-401–45-413) and the Public Records Act (K.S.A. 75-3501–75-3518).

### Definitions

"Government records" means all volumes, documents, reports, maps, drawings, charts, indexes, plans, memoranda, sound recordings, microfilms, photographic records and other data, information or documentary material, regardless of physical form or characteristics, storage media or condition of use, made or received by an agency in pursuance of law or in connection with the transaction of official business or bearing upon the official activities and functions of any governmental agency. Published material acquired and preserved solely for reference purposes, extra copies of documents preserved only for convenience of reference and stocks of publications, blank forms and duplicated documents are not included within the definition of government records" (see K.S.A. 45-402(d)).

"Noncurrent government records" means all government records which no longer are necessary for the handling of ordinary official public business by the agency and which are not required by law to be retained in the immediate custody of the agency for a longer period of time" (see K.S.A. 45-402(e)).

"Government records with enduring value" means all government records which merit preservation for historical, legal, fiscal or administrative reasons, or for research purposes" (see K.S.A. 45-402(f)).

"Retention and disposition schedules" means lists of series of government records, prepared pursuant to K.S.A. 45-404 and subsections (c) and (d) of K.S.A. 45-406, and amendments thereto, specifying which series of records have enduring value, authorizing disposition of certain other series of records, and indicating how long certain series of records should be retained before disposition of them" (see K.S.A. 45-402(g)).



"Records life cycle" means the phases of existence for records, usually including creation, active (current and regularly used), inactive (current and occasionally referenced), and disposition (non-current).

"Records retention" means the length of time records should be maintained by an organization. This duration can range from immediate disposal to archival preservation.

"Records disposition" means the decision, usually designated by retention schedules, to move records to their final location. Options can include continued maintenance in office of record, destruction, or transfer to the archives.

### **Roles and Responsibilities**

The following groups and individuals are frequently involved in records and information management at Colby Community College. Their functions and obligations are described as follows.

The Records and Information Management Committee is charged to develop, review, revise, endorse, and interpret College records and information management and technology policies and procedures for the College community and ensure that those policies are appropriately disseminated to the campus community. All policies related to records and information management and technology should be approved by this committee. It has authority to review and recommend records retention schedules for approval by the State Records Board, and will review this policy on an annual basis. In addition, the committee will:

- Keep retention policies and schedules updated.
- Provide guidance on matters related to records and information management and information technology.
- Ensure best practices are known and followed.
- Respond to records questions and issues.
- Identify and implement training opportunities.
- Develop implementation and enforcement strategies.
- Address changes in technology and recordkeeping priorities.

The duties of the Agency Records Officer, designated as the College VPBA , are described in [K.A.R. 53-4-1](#). Further, this person serves as chair of the Records and Information Management Committee and is a resource to College personnel for records and information management questions.

The College Archives is the official repository for the preservation of all Colby Community College non-current government records with enduring value.

Administrative, academic, and other offices and units have responsibility for the management of records during their active and inactive phases of the records life cycle. They also coordinate with the VPBA for transfers of archival records.

### **Access to Records**

Colby Community College recognizes its responsibility to the academic community and public for the timely access, retention, and disposition of College records, as defined by this policy and the applicable



records retention schedules, and in compliance with KORA and other college, state, or federal statutes and regulations that may apply.

As a state institution, many of Colby Community College records are generally subject to inspection and copying by members of the public, unless there is an applicable exemption to disclosure, such as those described in KORA.

For access to active and inactive records, please contact the college's designated records custodians. For access to records transferred to the College Archives, refer to the department website for open hours and any procedural guidelines. Some archival College records may be exempt from disclosure.

### **Records Retention and Disposition Schedule**

Records at Colby Community College will be maintained in accordance with applicable retention and disposition schedules. The State of Kansas General Schedules, Kansas Board of Regents agency schedule, and Colby Community College agency schedule provide retention and disposition guidance. For questions about records not described in these schedules, please contact the VPBA. When the schedules defined above give the disposition as "Archives," it means the College Archives.

### **Records Procedures and Forms**

Throughout the records life cycle, personnel in administrative, academic, and other offices and units will be required to store, transfer (to the College Archives), or destroy records. The following procedures and forms assist in these activities:

- A. Using and navigating retention and disposition schedules:
  1. Records retention schedules may be accessed by browsing the schedules using the links provided herein, or by searching all of the state retention schedules. Refer any questions to the VPBA.
  2. The relevant retention schedules for Colby Community College records are found in the State of Kansas General Schedules, Kansas Board of Regents agency schedule, and Colby Community College agency schedule. Questions about records not described in these places should be referred to the VPBA.
- B. Storing paper and analog records:
  1. Offices and units should store inactive records in standard records cartons (15" long x 12" wide x 10" high).
  2. Boxes should be labeled clearly, even if the contents are scheduled for destruction, so the office holding the records and the Archives staff can readily identify the records, retention length, disposition action, and date. The label should include the office or unit name, the name of the records as listed in the Records Retention and Disposition Schedule (see .070; if not in the schedules, provide the appropriate name of the records), beginning and ending dates of contents, and the sequential box number (e.g., 1 of 4, 2 of 4, etc.).
  3. Boxes stored in an office area should be placed so that all box labels are visible and the boxes are accessible. Inactive records having archival value ultimately will be transferred to the Archives. In the event that Archives space limitations should postpone transfer of some historical records, the office or unit will have full responsibility for maintaining the





records until they can be placed in the Archives. Any storage site should be clean, dry, secure, and maintained at a moderate temperature.

C. Storing electronic records:

1. Offices and units should store active records in locations that allow rapid retrieval from information systems.
2. Offices and units should store inactive records in locations that balance cost and retrieval needs.
3. Directory folders and files should be named consistently to assist retrieval of appropriate information.
4. Active and inactive records require storage that meets any information security needs and digital preservation requirements.

D. Transferring records to the Archives:

1. Identify records in the Records Retention and Disposition Schedule (see .070; if not in the schedules, contact the VPBA) that have disposition as "Archives." Transfer of records to the Archives takes place at the end of the retention period described in the schedules.
2. Contact the VPBA if any questions exist about records to destroy or transfer to the Archives.
3. Contact the VPBA to coordinate transfer of records to the Archives.

E. Destroying records:

1. Identify records in the Records Retention and Disposition Schedule; if not in the schedules, contact the VPBA that have disposition as "Destroy." Ensure other federal or state statutes or regulations do not prohibit destruction of specified records. Destruction of records takes place at the end of the retention period described in the schedules.
2. Contact the VPBA if any questions exist about records to destroy or transfer to the Archives.
3. Fill out any applicable records destruction forms and contact the VPBA for any necessary approvals for records destruction.
4. For paper records, use university-approved destruction method (recycle, shred, vendor shredding, Shred Day, etc.) that is appropriate for the confidentiality of the records being disposed.
5. For destruction of digital data and records, follow guidelines in the Media Sanitization and Disposal Policy, and ensure methods are appropriate for the confidentiality of the records being disposed.

F. Revising records retention schedules:



1. To revise existing retention schedules, please contact the VPBA to initiate the process. The VPBA will submit draft revisions to the Records and Information Management Committee for review and recommendation to the State Records Board for final approval.
2. To create a new retention schedule, please contact the VPBA to initiate the process. The VPBA will submit draft schedules to the Records and Information Management Committee for review and recommendation to Board for final approval.

G. Revising the retention of records policy:

1. The Policy Committee will review this policy at least annually.
2. For questions about this policy, please contact the VPBA.

### **State and Federal Statutes and Regulations**

State and federal statutes and regulations related to records management and records retention include the following sections: state records, education records, financial records, health information records, human resources records, and research and sponsored programs records.

A. State records

1. Government Records Preservation Act, [K.S.A. 45-401 et seq.](#), defines government records, declares records to be state property, prohibits their unauthorized destruction, describes the State Records Board, requires state and local agencies to cooperate with the State Records Board in regards to records, and stipulates the conditions for the destruction of records after imaging.
2. Public Records Act, [K.S.A. 75-3501 et seq.](#), also defines records, creates and outlines responsibilities of the State Records Board, authorizes admissibility in court of micrographic and optical disc records, requires agency compliance with standards for micrographic and optical disc records, requires state agencies to maintain titles, deeds, or other records related to any real estate transactions conducted by the agency, provides guidelines for the use of acid-free and permanent paper, prohibits disclosure of individuals' social security numbers, but not access to full records containing that information.
3. State Records Board, [K.A.R. 53-4-1](#), implements the Kansas Public Records Act and describes the duties of records officers.
4. Kansas Open Records Act (KORA), [K.S.A. 45-215 to 45-223](#), declares records open for inspection unless otherwise provided by this act, requires the development of policies to provide prompt and convenient public access to government records for a reasonable fee, describes specific categories of records that are exempt from disclosure, state agencies have discretion to release some records exempted from disclosure by the KORA, provides that records exempted by KORA and still in existence will be open to the public after 70 years unless closed by another specific statute or regulation, provides description of enforcement actions and penalties for violations, requires the designation of a local freedom of information officer per office, requires a citizens' right to access brochure be available to the general public, provides for legislative review of exceptions, prohibits unlawful use of names



derived from public records, and requires not-for-profit entities receiving public monies over a certain amount to retain and make publicly available records regarding the expenditure of those funds.

5. Kansas Open Meetings Act (KOMA), K.S.A. 75-4317 et seq., defines meetings, declares meetings that conduct governmental affairs or governmental business transactions be open to the public, provides for public notices to be given regarding meetings, provides for exceptions when meetings may be closed, and describes penalties and enforcement actions.
  6. Kansas Uniform Electronic Transactions Act, K.S.A. 16-1601 et seq., allows for the use of electronic signatures and electronic recordkeeping.
  7. Tampering with a public record, K.S.A. 21-5920, defines such as a class A nonperson misdemeanor.
- B. Education records: Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99: FERPA is a federal law protecting the privacy of student education records. It applies to all schools that receive funds under specified programs of the U.S. Department of Education.
- C. Financial records: federal grant information, 2 C.F.R. Part 200.333–200.337, pertaining to record retention and access to Post Federal Award Requirements.
- D. Health Information records: Health Insurance Portability and Accountability Act (HIPAA), 110 Stat. 1936: HIPAA is a federal law related to continuity of health insurance that also includes rules protecting privacy of health information. One of these rules, known as the Privacy Rule, applies to health care providers who transmit health information in electronic form. Further information is available on the U.S. Department of Health and Human Services website.
- E. Human Resources records
1. Records, Reports, Research and Evaluation of Personnel System: K.A.R. 1-13-1a defines the contents of an employee's official personnel file, and K.A.R. 1-13-1b relates to disclosure of employee information.
  2. Federal Occupational Safety and Health Administration (OSHA) injury and illness recordkeeping and reporting requirements: Requirements for maintaining, posting and providing records of serious work-related injuries and illnesses.
  3. Federal Department of Labor Family and Medical Leave guidance (see Recordkeeping section).
- F. Research and Sponsored Programs
1. Institutional Review Board Records in 45 C.F.R. §46.115: The Institutional Review Board (IRB) is responsible for the Research with Human Subjects program, and at Colby Community College the Committee on Research Involving Human Subjects serves as the IRB. In addition to requirements found within the CFR, please view the university's [IRB](#) website.



2. The Animal Welfare Act (AWA), 7 U.S.C. §54: Kansas State University's Institutional Animal Care and Use Committee (IACUC) administers an animal care and use program following requirements in the AWA. Additional recordkeeping guidance can be found on the university's IACUC website.
3. NIH Guidelines for Research Involving Recombinant and Synthetic Nucleic Acid Molecules: These guidelines provide recordkeeping rules for the Institutional Biosafety Committee (IBC), which is responsible for the Colby Community College biosafety program.
4. United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern (DURC): This policy provides DURC recordkeeping guidance for the IBC.
5. Select Agents guidance, 7 C.F.R. Part 331, 9 C.F.R. Part 121, 42 C.F.R. Part 73: The College Research Compliance Office uses these federal rules to manage records related to certain biological organisms and toxins, called the select agent program.
6. Federal Acquisition Regulation, Contractor Records Retention (F.A.R. Subpart 4.7): This subpart provides recordkeeping rules for contractors to meet the records review requirements of the federal government. In this subpart, the terms "contracts" and "contractors" include "subcontracts" and "subcontractors."

Questions about this policy and its associated content, including the Records and Information Management Committee, can be directed to the VPBA.

*[Added September 2017]*



## REFUNDS

The College may refund a portion of tuition, fees, and institutional room and board to students who withdraw from school during the term in which they are enrolled. Students must complete the Official Withdrawal form in order to receive a refund of money paid to the college from personal sources. If all or parts of educational costs are paid by Federal Title IV Student Aid funds, a return of funds will be made to the federal sources according to the *Return of Title IV Funds Policy*, whether the withdrawal is official or not. The Official Withdrawal form must be returned to the Registrar within two weeks of the date the form is initiated to receive a refund of personal monies.

Students may be eligible for refund upon filing a complete Change of Schedule Form in the Registrar's Office within the refund periods outlined below. Online change of schedule or a paper form **MUST** be submitted to the Registrar's Office for refund. Non-attendance of class does not warrant an official drop, and the student will be financially responsible for the classes.

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class regardless of the date. If a student withdraws from a class after the refund period and simultaneously adds a class, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class. Exceptions are made for change of section and/or level changes, at the discretion of the Registrar and Student Accounts Offices.

### Definitions

**Official Withdrawal:** The written notification to the Registrar of complete withdrawal from all classes by the student. The Official Withdrawal Form must be completed and signed by the student and signatures must be obtained from those designated on the form. Students who are withdrawing may obtain the form from the Registrar. Completed forms must be filed with the Registrar's Office. Withdrawal from classes must be completed before the published last day to withdraw (from the CCC catalog).

**Change of Schedule:** A written notification to the Registrar from a class or classes. The Change of Schedule form must be completed with signatures of instructors and advisor (or coach/athletic director if an athlete) and presented to the Registrar's Office. Adds and drops of courses (not withdrawals) are completed via students' TrojanWeb portals during the published add/drop periods for each academic session.

**Unofficial Withdrawal:** A cessation of attendance to a class or classes without written notification to the Registrar. The student forfeits any refund of personal funds which might be due.

**Books as Institutional Charges:** Books charged against Federal Title IV funds are considered part of institutional charges. Books purchased without such records, whether from the college bookstore or other sources, such as the online book stores, are excluded from institutional costs.

### **Regular Enrollment**

No refund of tuition and/or fees is given after stated date and the student is responsible for the total tuition and fees incurred.



|                          |  |
|--------------------------|--|
| <b>9-16 Week Classes</b> | 100% of tuition and fees will be refunded for courses dropped prior to the end of the 8 <sup>th</sup> instructional day of the semester. |
| <b>5-8 Week Classes</b>  | 100% of tuition and fees will be refunded for courses dropped prior to the end of the 5 <sup>th</sup> instructional day of the semester. |
| <b>2-4 Week Classes</b>  | 100% of tuition and fees will be refunded for courses dropped prior to the end of the 3 <sup>rd</sup> instructional day of the semester. |

**Classes less than two weeks (including weekend classes and seminars)**

100% of tuition and fees will be refunded for courses dropped prior to the start of the class.

|                          |  |
|--------------------------|--|
| <b>Late Fall Courses</b> | 100% of tuition and fees will be refunded for courses dropped prior to the end of the 3 <sup>rd</sup> instructional day. |
|--------------------------|--|

**INSTITUTIONAL ROOM AND BOARD CHARGES WILL BE CALCULATED ACCORDING TO THE TERMS OF THE DORM CONTRACT.**

Federal Title IV student aid funds will be returned according to the “Return of Title IV Aid Funds Policy” established by the *Higher Education Reconciliation Act of 2005*.

The college refund policy and the Federal Return of Title IV Funds policy are independent of each other. The return of Title IV funds may result in college costs not paid and due from the student. Transcripts and/or grade reports will not be issued to students with unpaid balances.

### **Return of Title IV Funds**

#### **NOTE TO ALL FEDERAL FINANCIAL AID RECIPIENTS**

If you received taxpayer supported financial aid authorized by Title IV legislation and administered by the Federal Department of Education, an official or unofficial withdrawal will affect your current financial aid, your future financial aid eligibility, and potentially your personal finances. Colby Community College strongly encourages students to read and understand the policies below prior to making a final decision about withdrawing from classes.

#### **How a Withdrawal from Class or School Affects Financial Aid**

Federal financial aid is disbursed under the assumption that the student will attend for the entire period of time for which the student was awarded the funds. When a student withdraws from all courses for any reason – including medical withdrawals – that student may no longer be eligible for the full amount of financial aid funds that were awarded.

Federal law (34 CFR 668.22) requires schools to calculate how much financial aid a student has earned if that student:

- Completely and officially withdraws;
- Stops participating in classes before completing a semester; or
- Does not complete all modules the student was scheduled to attend



(modules are classes that do not span not span an entire semester).

The federally required calculation is based on the idea that students earn financial aid in proportion to the amount of time in which they were enrolled. For example, a student who withdraws in the second week of class has earned less than someone who withdraws in the fifth week of class. Once a student has completed 60% of the enrollment period, the student is considered to have earned all of the financial aid they were awarded and will not have to return any funds.

Because of this calculation, Colby Community College students who receive disbursements of their financial aid and do not complete their classes during an enrollment period could be held responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid that was disbursed for the term.

**IMPORTANT:** Courses processed as withdrawals (A "W" recorded on official transcript) remain fully billable at 100% of course tuition and applicable fees. Colby Community College's tuition/fee cancellation policy is separate from the federal regulations on repayment of unearned aid. It is possible that financial aid will not cover a student's balance following the return of funds calculation – even after the tuition and fees cancellation policy has been applied.

### **How “Earned” Financial Aid is Calculated**

Institutions are required to determine the amount of Title IV financial aid that was “earned” by a withdrawing student. This calculation must be completed within 30 days of the date the school determines that the student has withdrawn. The school is required to return any unearned funds within 45 days. The calculation is completed by the Office of Financial Aid. The following formula is used to determine the percentage of “unearned” financial aid that must be returned to the federal government:

Semester or Module(s) minus the Percent of Semester/Module(s) completed equals Unearned Aid.

In summary, if a student has completed 25% of the payment period in which they were enrolled, they are considered to have “earned” 25% of the financial aid they were originally scheduled to receive. That means that 75% of the disbursed aid is considered to be “unearned” and must be returned to the federal government. The total number of days used in the calculation will exclude any scheduled breaks of five or more days.

**IMPORTANT - MODULES:** The rules surrounding withdrawal and modules are slightly different. Students enrolled in modules are held accountable for attending the number of days in the modules in which they are enrolled. For example, if the student enrolls in modules one and three within a semester, only the days in modules one and three will be considered when calculating the percentage of the semester completed. The timing of a dropped class in the modular programs is also important. If a student drops courses in a later module while still enrolled in a current module within a semester, the

student is not considered to be withdrawn. However, a recalculation of financial aid eligibility based on the change in enrollment status (full-time, three-quarter time, half-time) may still be





required.

If a student ceases enrollment in a current module but plans to attend a later module within the same semester, the student must notify the financial aid office in writing of their plans to attend the later module to avoid being considered a withdrawal for the purposes of this calculation. If written notification is not received within required timeframes, the student is considered to have withdrawn, and the return of funds calculation is completed. If, however, the student does continue to attend in a later module within the same semester, even if they failed to notify the Office of Financial Aid that they would, prior calculations due to non-communication are reversed.

### **Types of Drops and Withdrawals**

In financial aid, definitions are important. When students cease enrollment in a class, the way that they cease enrollment is important for the purposes of calculating earned aid. The following definitions are employed:

**Drop:** A student is considered to be “dropped” from classes when they cease enrollment in the class during the drop/add period of each session during an academic term. This period is typically 5-7 days from the start of the session. A “dropped” student is still considered to have attempted the class for the purposes of the return of funds calculation. Students may also be dropped by instructors for non-attendance during the certification period for each session. Research will be conducted on the student’s participation in dropped classes to determine eligibility for any aid that was disbursed to the student or that was in preparation for disbursement.

**Official Withdrawal:** A student who follows the instructions and clearly states their intent to withdraw via the official procedures for withdrawal from the college is considered to have officially withdrawn. The instructions for how to officially withdraw from the institution are located on the college website:

<https://www.colbycc.edu/student/financial-aid/refund-policy/index.html>

**Unofficial Withdrawal:** Students who remain enrolled in a class but at some point cease participation resulting in a grade of “F” are potential risks for unofficial withdrawal. If a student receives either an F or F in *all classes* in which they are enrolled for a semester, that student is considered to be an unofficial withdrawal.

**IMPORTANT:** Unofficially withdrawn students are typically discovered at the end of the semester during the satisfactory academic progress review. If it is determined that the student has withdrawn and the return of funds calculation is required, it is possible that financial aid will be returned for the semester that has already completed. A determination that a student failed to participate in any class could also result in an adjustment of the student’s enrollment status and federal financial aid based on that enrollment status.





**What is Considered the Date of Withdrawal?**

For students who officially withdraw from the college, the day of withdrawal is the date that the student engaged in the withdrawal process. For students who drop all courses in a module or semester, the day of withdrawal is the day the courses were dropped. For students who unofficially withdraw from a module or session, the day of withdrawal is either the last day the student participated in the class (in the case where participation records exist) or the mid-point of the semester (in the case where participation records do not exist).

**When Is All Aid Considered “Earned”?**

Students are considered to have earned all financial aid when they have completed 60% of the days they were scheduled to attend. Percentage of days completed is calculated using the following formula:

- The number of Days Attended divided by the Days in Semester or Module equals Percentage of Semester Completed.
- If the calculated percentage completed equals or exceeds 60%, the student is considered to have “earned” Title IV aid for the enrollment period.

**IMPORTANT:** “For the purposes of this calculation, “days” is considered to be “calendar days.” For example, a 7-day week includes Saturday and Sunday – even if classes are not normally held during that time. Note that scheduled breaks of five or more days are excluded from both the number of days attended and the days in a semester or module.

**What Happens When a Student Fails to Begin Attendance?**

If a student receives financial aid but never attends classes, the Office of Financial Aid must return all disbursed aid to the respective federal and institutional aid programs.

**Definition of Class Participation**

Participation in class is necessary to be considered eligible for the receipt of federal, Title IV funds. Participation at Colby Community College is defined as, but not limited to:

- Completion of exams or quizzes.
- Completion of an academic assignment or project.
- Class attendance.
- Participation in an online or in-class discussion about academic matters.
- Contact with a faculty member to ask a question about the academic subject being studied.
- Attendance at a study group that is mandatory for the class and where attendance is taken.

Participation is not:

- Student’s self-certification of attendance or participation.
- Living in Colby Community College housing or having a Colby Community College meal plan.



- Logging into class to view class materials.
- Receiving academic counseling or advising.

### **Student Notification of Results of Calculation**

Upon completion of the Return of Title IV Funds calculation, students will receive notification indicating the amount of aid that will be returned. Colby Community College will return the required funds on the student's behalf to the appropriate

federal and institutional aid program(s) by charging the student's account. Students will be able to view the return and any resulting account balance on their TrojanWeb Self-Service account immediately after the return of funds has been processed. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

### **Which Funds are Subject to the Return of Funds Calculation?**

The following federal funds are subject to the refund calculation if it is determined that the student did not complete 60% of the days they were scheduled to attend. The following is the order the federal funds would be returned:

- Federal Direct Loans: Unsubsidized and Subsidized
- Federal Direct Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

### **Effects of Withdrawal to Direct Loan Grace Periods**

Any time a student is considered to be enrolled less than half-time, that student's loan grace period begins. In the case of withdrawal, the grace period begins on the day the student withdraws from the institution. If the student is not enrolled elsewhere at least half-time before the grace period has expired, the loans will go into repayment. The student must contact their loan servicer to make payment arrangements. Loans must be repaid by the borrower as outlined in the terms of the borrower's promissory note. The student should contact the servicer if they have questions regarding their grace period or repayment status. Repayment status can be examined at any time by logging into [studentaid.gov](http://studentaid.gov).

### **How Institutional Aid is Affected by a Withdrawal**

Institutional funds are cancelled using the same percentages as the cancellation schedule for tuition/fees. The cancellation of charges percentages can be found in the Tuition and Fees section of the Colby Community College catalog or on the website at <https://www.colbycc.edu/student/financial-aid/refund-policy/index.html>

### **Late Disbursement**

There are times when federal financial aid is not disbursed until after the payment period for which the funds were intended has ended. In these cases, federal financial



aid earned prior to completing the payment period may be disbursed through a late disbursement. A late disbursement will be offered to you — or your parent, in the case of a PLUS loan — if you were eligible to receive federal financial aid loan funds but did not receive them prior to completing the payment period. To be eligible for a late disbursement, you must meet one or more of the following conditions before completing the payment period:

- The U.S. Department of Education processed your FAFSA form with an official expected family contribution (EFC).
- A Direct Loan was originated for you.
- Federal Supplemental Educational Opportunity Grant (FSEOG) was awarded to you.

Late disbursements are prohibited if:

- It is a second or subsequent disbursement of loan funds unless you have graduated or successfully completed the payment period.
- You are a first-year, first-time borrower and withdraw prior to completing 30 days of your degree program.
- It is a disbursement of grant funds, and you did not have a valid FAFSA on file prior to the processing deadline.

If you are found to be eligible for a late disbursement of loan funds, the College will contact you prior to making any disbursements. This gives you the opportunity to accept or decline loans and to choose how funds will be applied.

If you are eligible, you will be sent a late disbursement letter. This letter must be completed and returned within 30 days for funds to be disbursed. If student loans are declined, or the late disbursement letter is not returned, funds will not be disbursed.

If you accept the loan, you can choose to borrow an amount to cover open charges or an additional amount, if eligible. Borrowing only for open charges will result in the disbursement of just enough loan funds to pay any balances due on your account.

Borrowing an additional amount of student loan will result in all funds being disbursed and any amount in excess of the account balance being sent to you as a refund.

Funds are disbursed according to the student's wishes.

### **Post Withdrawal Disbursement**

When a student withdraws from the College, he or she generally becomes ineligible for future disbursements of federal financial aid. In some cases, however, funds earned prior to withdrawal can be offered to the student through a post-withdrawal disbursement (PWD).



A PWD is offered to you — or your parent in the case of a Parent PLUS loan — if, prior to withdrawing, you earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation.

The conditions and limitations for a PWD are the same as those for a late disbursement, with some additions.

**We are not able to make:**

- Second or subsequent disbursements of Direct Loan funds unless you've successfully completed your loan period.
- A PWD of Pell funds for a subsequent payment period if you have not completed the earlier payment period.

The College is required to contact students eligible for a PWD prior to making any disbursements. You have the opportunity to accept or decline federal financial aid as part of a PWD.

We will contact you by letter, and that letter must be completed and returned within 14 days for federal financial aid to be processed.

If a loan is part of a PWD, you can choose to accept only an amount for the balance due to the College or, if eligible, to accept a larger amount that will result in excess funds being returned to you.

A PWD of federal grant funds for open charges only does not require your acceptance. The College is required, however, to obtain your permission to credit your account with federal grant funds in excess of open charges.

The College must disburse a PWD of federal financial aid loan funds within 180 days after the date of the College's determination of the withdrawal.

It is important to understand that accepting a PWD of student loan funds will increase your overall student loan debt that must be repaid under the terms of your Master Promissory Note. Additionally, accepting a PWD of grant funds will reduce the remaining amount of grant funds available to you should you continue your education.

**Consequences of Non-Repayment**

Overpayments of federal grant funds are serious and can affect an individual's ability to receive federal financial aid in the future. If grant funds are owed to the government and the student does not make arrangements for repaying the funds, the overpayment will be turned over to the Federal Department of Education (ED). Students who owe an overpayment of any Title IV funds are ineligible to receive further disbursements from Title IV programs until funds are paid in full, or payment arrangements are made with the Department of Education.

If a student fails to pay or make payment arrangements on their student account balance, the student's academic records will be placed on financial hold, and the



student will not be permitted to register for future classes or receive transcripts until the balance is paid. Accounts that remain unpaid will be sent to collections.

*[Revised March, 2016; April 2021]*



**RENTAL OF FACILITIES**

Colby Community College strives to provide access to the institution’s campus. As part of this initiative, the College serves as a community partner and does not charge for facility usage that does not generate individual business revenue. Thomas County residents that are not utilizing the facility for profit are allowed to utilize the facilities at no cost. The use of facilities for private promotion or to promote drives may be denied. Requests from political groups must receive Board approval. Groups are responsible for payment for damage. Depending on the circumstance, number of people, or event, some groups will be required to show proof of insurance for injuries or damages that may occur.

\* The use of alcohol on campus is not permitted by any entity without prior approval from the CCC Board of Trustees.

**Room Reservation**

At minimum, if an individual/business wishes to reserve a facility they are expected to reserve the area at least two weeks in advance. Areas can be reserved by using the following phone numbers:

- Classroom – (785) 460-4612
- Cultural Arts Center – (785) 460-5519
- Gymnasium/Steve Lampe Athletic Center – (785) 460-5547
- Individual Room/Student Union – (785) 460-5500

**Rates**

All spaces rented will require a \$25.00 administrative fee that is nonrefundable. This fee is utilized to cover the cleaning/setup of the facility.

| Facility                    | Rate Per Hour<br>(2-hours minimum) |
|-----------------------------|------------------------------------|
| Cultural Arts Center        | \$50                               |
| Gymnasium                   | \$25                               |
| Individual Room Rental      | \$10                               |
| Steve Lampe Athletic Center | \$25                               |
| Student Union               | \$25                               |

Individual patrons that utilize the Colby Community College facilities assume personal liability for the use of the areas. The College is not responsible for personal harm/damages that may occur while utilizing the facilities.

**Criteria for Facility Use Eligibility**

1. Facility rentals must: a) support the Mission and Strategic Plan of CCC and b) be temporary, occasional and incidental to normal College operations.
2. Facility rentals must NOT:
  - a. Conflict with College policies/procedures;
  - b. Compete with existing College programming;



- c. Interfere with public health, welfare or safety;
- d. Involve unusual, extraordinary or burdensome expenses for College or involve unnecessary safety or security concerns.

### **Reservation Cancellations**

1. Rentals may be canceled, denied and/or impossible as a result of events beyond the reasonable control of College, such as, and without limitation: strikes, labor disputes, weather and/or acts of God, inability to obtain labor or materials, governmental restrictions/ regulations, civil commotion or fire or other casualty. In such instances, the College shall have no liability to Group/Organization other than to refund any pre-paid amounts related to the event.
2. In the event of inclement weather or other event of nature, College in its sole discretion will determine whether the scheduled event may take place (regardless of whether College was closed earlier in the day). If College has been closed earlier in the day but determines that the scheduled event may take place at the option of Group/ Organization, then Group/Organization must decide whether it wishes to proceed with the event by the time set by College. In such case, Group/Organization will be responsible to pay any additional costs associated with: a) proceeding under such conditions (such as: custodial charges associated with snow/ice removal and extra custodial labor associated with cleaning of floors at conclusion of event), and Group/Organization will also be solely responsible and indemnify College for any resulting injury/damage to person or property, or b) not proceeding (such as preparation expenses already incurred by CCC).
3. If the College determines that the scheduled event may not take place, Group/Organization will be refunded any pre-paid rental fees or offered a rescheduled date, and College shall have no further obligations to Group/Organization.

*[Revised April 2014, October 2020; December 2020]*



## RETURNED CHECKS

The return of a check issued to Colby Community College will result in a \$30.00 returned check fee for each returned check being placed on the account of the student on whose behalf the check was presented. Persons who submit checks to the college for payment that are subsequently returned for insufficient funds, stopped payment, or the inability to locate could have their semester classes voiced. A student whose check is returned for tuition will be dropped from their class.

All returned checks are processed by the bank twice before deemed insufficient. When a check is returned by the bank, the Controller will contact the department or individual who accepted the check. That business unit or person will notify the student or individual first by telephone. If there is not reply within 24 hours, a registered letter will be sent to the person as notification of insufficient funds. If no action has resulted in 7 business days, the check will be turned over to collections. If the returned check was written by a student or on behalf of a student, that student's account will be placed on hold until payment is made for the check as well as the returned check fee.

A person will be allowed two returned checks after which payment by check will not be accepted. Returned checks must be paid by cash, money order, cashier's check or credit or debit card. The Controller will notify the appropriate campus personnel in written not accept checks from students who have violated this policy.

*[Added May 2015]*

*[Reviewed December 2020]*

## SALE OF LIVESTOCK

Livestock may be sold on behalf of the college after presenting an intent to sell statement to the supervising Vice President or President for approval.

The first preference of sale should occur at a public auction or an online auction. In the event an animal is advertised because of special circumstances, a bid process could be offered to potential buyers. Any potential bid shall be approved by the Board of Trustees in open session (excluding the online auction format).

In the event of the CCC staff being approached by a potential buyer, private treaty could occur upon verification of fair market value. The college discourages private treaty transactions.

*[Revised September 2003; Revised July 2020]*





## **SALES AND ADVERTISING ON CAMPUS**

The college will not endorse sales representative, firms or corporations who engage in or to solicit business on campus. Any business or sales conducted on the Colby Community College campuses must be approved by the President or designee and must be appropriate and beneficial to the students, employees and community. In addition, all forms of advertising must have approval from the President or designee. This includes posting or otherwise displaying on college property, any sign, poster, or handbill that advertises or otherwise calls attention to any product, service, or activity.

*[Revised April 2014]*

*[Reviewed September 2020]*



## SCHOLARSHIPS (INTERNAL)

In order to qualify for scholarships, students must attend 12 or more hours per semester and meet all requirements specific to the scholarship opportunity.

- All scholarships are applied to Fall and Spring billing terms only. **Scholarship monies are not applicable to summer courses unless specifically notated in the scholarship description.**
- Students are able to apply for and accept as many scholarships as they qualify for, however, institutional scholarship monies cannot exceed the student's direct costs at Colby Community College. **Excess Institutional Scholarship dollars will not result in a credit balance.**
- Scholarships are NOT auto renewed unless specifically notated in the scholarship description.
- All scholarship monies are at the discretion of the awarder. These funds can be revoked or prorated at any time based on the scholarships qualifying indicators.
  - Performance Based scholarships - Recipients must meet performance and participation standards set forth by the awarder.  
  
Please review Performance Based Scholarship Requirements for more detailed information.
  - Merit Based Scholarships - Recipients must possess and maintain required cumulative GPA or other academic indicators set forth by the awarder.
- Based on Title IV regulations, scholarship totals exceeding the cost of attendance may result in a reduced offer for student loan(s) and/or institutional scholarship(s).

### Scholarship Terms

Institutional Scholarship: Scholarships offered and awarded by employees of Colby Community College.

- This includes: Athletics, Academic, Leadership, Field of Study, Co-Curricular, and Campus Visit scholarship categories.
- Students are only eligible to receive 1 institutional leadership scholarship (Effective starting 2021-2022 Academic Year).

Foundation Scholarship: Scholarships offered and awarded by Colby Community College Endowment Foundation and their board.

External Scholarship: Scholarships are awarded to students by organizations outside of Colby Community College.

Outside scholarships count as a financial aid resource and must be added to a student's financial aid award. The Office of Financial Aid first applies the outside scholarship to a student's unmet need



that is not already covered by financial aid. In some cases, loans not based on financial need may be reduced (private loans, Federal Unsubsidized Loan, Federal PLUS Loan) in order to accommodate the addition of an outside scholarship. If the student's need is already met by need-based aid, then that aid is replaced with the outside scholarship. Need-based loans are first replaced.

**Financial Aid Terms**

Direct Cost: Charges that must be paid directly to the college. This includes tuition and fees, as well as room and board if the student is living on campus.

Indirect Cost: Estimated expenses that may be incurred by the student. These expenses are not paid to the college. Examples of indirect costs are transportation, room and board for off campus students, and books and supplies that aren't billed directly to the student from the college.

Cost of Attendance (COA): Not the bill that a student may get from the college; it is the total amount it will cost a student to go to college each year. The COA includes tuition and fees; on-campus room and board (or a housing and food allowance for off-campus students); and allowances for books, supplies, transportation, loan fees, and, if applicable, dependent care. It can also include other expenses like an allowance for the rental or purchase of a personal computer, costs related to a disability, or costs for eligible study-abroad programs.

*[Adopted July 2020; Updated April 2021]*

| Category           | Specific Scholarships                                    | Details   | Amount                           | Contact                                 |
|--------------------|--|---|----------------------------------|---|
| Athletics          | -All NJCAA and Co-curricular sports                      | -Awarded by coach<br>-Must apply through SLM                                | Varies                           | Athletic Director<br>785-460-5548       |
| Academic           | -ACT/SAT<br>-Accelerated Outreach Scholarship            | -Based on ACT/SAT and/or CCC credit taken in high school                    | \$200-\$1200<br>Varies           | Scholarship Coordinator<br>785-460-4611 |
| Leadership         | -Resident Hall Assistant<br>-Presidential<br>-Leadership | -Students are only eligible to receive one scholarship from this category   | Room & Board<br>\$1500<br>\$1000 | Scholarship Coordinator 785-460-4611    |
| Field of Study     | -Art<br>-Math/Science<br>-Vet Nursing                    | -Awarded by program directors   | Varies                           | Scholarship Coordinator 785-460-4611    |
| Co-Curricular      | -Band<br><br>-Vocal<br>-Drama                            | -Awarded by activity directors  | Varies                           | Michelle Meyers<br><br>Randy Berls      |
| Campus Visit       | -Road Trip<br>-Senior Day                                | -Awarded by admissions based on campus visits                               | \$100<br>\$500                   | Scholarship Coordinator 785-460-4611    |
| Endowed Foundation | -Multiple  | -Awarded by scholarship committees. See Individual scholarships for details | Varies                           | Foundation Office 785-460-5482          |



## SCHOLARSHIPS (PERFORMANCE-BASED)

The [Performance Based Scholarships](#) policy can be found in the Students section of the Colby Community College Policy Manual.

## SMALL BALANCE WRITE-OFF

Colby Community College holds firm that it is the student's responsibility to pay their student account bill in full each semester. If those bills are not paid, a financial hold is placed on the student account, preventing registration for future classes, release of transcripts, or receiving a diploma. In rare instances, a small balance write-off may be necessary. Below are examples of those instances and how they are handled:

1. When a balance of less than one dollar (\$1) is created due to an adjustment of institutional funds and/or scholarships, the balance may be written off immediately.
2. When a balance of less than five dollars (\$5) has been on a student account for six (6) months or longer, the balance may be written off.

*[Added October 2020]*

## STOP PAYMENT

Occasionally, it is determined that a stop payment may be needed on an uncashed check. The check may or may not be reissued to the individual or entity. It is possible that the uncashed check will be applied to an existing balance or sent to Kansas Unclaimed Property.

This policy directs the amount of risk the institution is willing to absorb. A stop payment currently costs the institution \$15. As the cost of a stop payment increases overtime, the policy is to adjust accordingly.

At this point in time, if a check is written in the amount of \$15 or less, the institution agrees that it will absorb the risk of a check clearing without a stop payment issued. Thus, it is altogether possible, an individual may be paid twice. For example, the \$15 is sent to the Kansas Unclaimed property and the original check is then cashed. All checks in the amount of \$15 or greater will have a stop payment placed on them.

*[Added July 2017]*

*[Reviewed November 2020]*



## TUITION ASSISTANCE

Employees, dependents of all full-time employees, and full-time employees of any food service firm located on the college campus may enroll in college credit courses without payment of tuition and student fees. (Dependent grant does not cover course fees). These tuition grants do not apply to non-credit workshops, seminars, EduKan, or symposium offerings. Approval by supervisor must be given to employee before class(es) may be taken during working hours. Time spent attending classes and working on assignments must be off-the-clock or taken as vacation time. Employee dependents are defined according to the rules of the Internal Revenue Service. *[Revised March 2016; September 2018]*

(Taken from the current [Master Agreement](#): Article VIII. Section D. Tuition Grants)

Approval by supervisor must be given to employee before class(es) may be taken during working hours. Time spent attending classes and working on assignments must be off-the-clock or taken as vacation time. Employee dependents are defined according to the rules of the Internal Revenue Service.

*[Revised May 2011; March 2016]*



## UNCOLLECTABLE DEBT WRITE-OFF

The Accounts Receivable Department at Colby Community College (CCC) is comprised of two distinct areas:

- A. Student Receivables-individuals who work toward collecting student tuition and fees.
- B. Third Party Receivables-group acts as a collection agency on behalf of CCC.

### Student Account Receivables Processes

- A. Current-receivables that are less than 90 days old or current payment plan in place – attempting to collect. After one entire semester of attempting to collect in house, the account will be transferred to collection agency and state of Kansas if it is determined that the debtor is a Kansas state resident.
- B. Allowance for Doubtful Accounts-receivables that are greater than 90 days but less than 360 days. During this time frame, the student will be turned into a collections agency.
- C. Bad Debt – receivables greater than 360 days, lacking complete payment; requires BOT approval to write-off.

The write-off process will occur twice a year. The debt will be written off on the following dates December 31 and June 30. Only accounts in the “Bad Debt” category will be included in the write-off process. Below is the detail regarding the write-off process for each receivable category:

#### Student Receivables

Bad Debt – This entry will be to write-off any Bad Debt Accounts amount that has not been collected. There will be an entry to the student’s account to pay off the debt, with the description of “write-off” in the Student System. There will also be a business office hold service indicator placed on the student’s account to prevent registration until the college releases it.

#### Third Party Receivables

Bad Debt – This entry will be to write-off any Bad Debt Accounts amount that has not been collected. There will be an entry to the student’s account to pay off the debt, with the description of “write-off” in the Student System. Additionally, there will be a corresponding entry to the third party account to pay off the debt, with the description of “write-off” in the Student System.

Also, a business office hold service indicator placed on the student’s account to prevent registration until the college releases it.

\*A report of debt to be written off will be provided to the Colby Community College of Trustees before it has been formally written off.

#### Extenuating Circumstances from the Collections Policy requiring a balance write-off

Colby Community College holds firm that it is the student’s responsibility to pay their student account bill in full each semester. If those bills are not paid, a financial hold is placed on the student account, preventing registration for future classes, release of transcripts, or receiving a diploma.



In rare instances, a balance cannot be sent to collections for varying circumstances and a write-off may be necessary. Below are examples of those instances and how they are handled:

1. When a student does not have a Social Security Number or is not a United States citizen.
  - a. These students cannot be sent to collections and the institution views their balance as “bad debt” when a payment has not been made on the account for two (2) or more years.
  - b. This balance will be written off, but the student will not have access to transcripts, diplomas, or the ability to enroll at Colby Community College until the balance has been paid in full, regardless of whether it has already been written off or not.
2. A balance of less than \$100 cannot be sent to collections.
  - a. This balance will be written off when a payment has not been made on the account for approximately one (1) or year.
  - b. Student will be put on stop for “bad debt” and will not have access to register for classes, previous transcripts, or diplomas until the balance has been paid in full, regardless of whether it has already been written off or not.
3. If the Student Accounts Receivable Office internally collects on an account that has already been turned over to collections. A write-off may be necessary for the collection agency fee that is associated with the bill
4. Miscellaneous – A write-off may be necessary when students have paid a third-party vendor for a lab fee and/or book. VPAA may credit account due to course fees not being accurate.

*[Added June 2016; revised November 2020]*

## **USE OF COLLEGE EQUIPMENT**

Under federal statute (R. R. 403.32 (a) (13), TRIO-SSS, Title III and EDGAR (74.140) any equipment, including software purchased with federal monies used to assist in the publication of materials and/or software, must not be used for direct financial benefit. Any equipment and/or software purchased under the above-mentioned guidelines must be used for its intended purpose under the Carl Perkins Act and is subject to the rules and regulations thereof.



## VEHICLE FLEET

### **Fleet Usage**

Requests to use college vehicles received from non-profit, educational, governmental or charitable groups outside the college will be considered on a case-by-case basis. Vehicle requests must be completed and authorized prior to departure. Charges for mileage and college driver may be assessed.

*[Revised August and November 2009]*

### **Inclement Weather Statement**

When the college bus is used, the responsibility for whether the bus leaves Colby or stays owing to weather conditions will be decided by the Athletic Director in case of athletics or the President or designee in case of other trips. When the bus is on the road, the bus driver has the responsibility for the bus and its occupants. After consultation with the coach or sponsor, the bus driver will determine whether it is safe to travel or not. The safety of the persons involved is the foremost consideration in these decisions.

*[Revised December 2007; revised April 2014]*

*[Reviewed December 2020]*





## APPENDIX

### Travel and Reimbursement Request

